AUTOMATED
INDEXING AND MANAGEMENT
SYSTEM

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MANUAL

Department of Health & Human Services • Public Health Service

National Institutes of Health • National Library of Medicine

Automated
Indexing and Management
System

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Manual

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National Library of Medicine
Index Section•BSD

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ACKNOWLEDGMENTS

PREFACE

The purpose of this manual is to provide a description of the mechanics of online indexing and journal control from the receipt of an issue to its disposition. It is meant to supplement training and daily work.

Intended for practical use by specific operators performing specific functions, this manual can be used as a reference tool but the primary intent is its use as a compendium of operational instructions.

If a user approaches it as a novel or a history, reading from the first chapter to the last, he will detect tiresome repetitions of subjects, descriptions, examples, words and phrases. Since, however, it was designed for use in learning the procedures in a given function, with the user going to a specific chapter or section, the repetition of style and language will not necessarily be apparent at the reading of an isolated chapter. The repetition in form and direction made the organization and writing an easier task for the composers.

As computer programs change, parts of this manual will have to change. Addenda and updates will be published as necessary.

At the National Library of Medicine computer programs have been developed to increase the accuracy and speed of the indexing and inputting operations. Many of the quality control functions have been previously computerized, but the new programs offer greater efficiency in these functions. The system installed at the Library is called the Automated Indexing and Management System or AIMS.

Problems or questions about the system should be directed to the following Index Section personnel:

Online Indexing Service Desk - for system or terminal problems
                                           or questions

Online Indexing Coordinator - for suggestions on system and
                                        terminals operations

Head, Quality Control - for inaccurate citations, missing articles,
                                  omitted abstracts, typing errors in de-
                                  scriptive portions of the record, and the
                                  like.

PART A

THE AIMS SYSTEM

Al

INTRODUCTION

Al.1
This manual will explain the computerized process at the National Library
of Medicine for indexing over 3000 selected journals in the field of biomed-
icine. The monthly input results in the publication of the monthly INDEX
MEDICUS and storage of citations for online retrieval using the computerized
arm of the National Library of Medicine Medical Literature Analysis and Re-
trieval System (MEDLARS), called MEDLINE (MEDlars onLINE).

Al.2
Journals are indexed by NLM inhouse indexers working with one type of
terminal and by contract indexers working at home with another type. Contract
indexers beyond the Washington metropolitan area index manually at present.

Al.3
When INDEX MEDICUS journals come into the National Library of Medicine
they are checked in by the Serial Records Section of the Technical Ser-
vices Division.

A.
Journals to be indexed are then delivered to the Quality Control Unit
of the Index Section of the Bibliographic Services Division where they
are recorded and then logged out to either inhouse indexers or contract
indexers.

Once a week the local contract indexers are assigned batches of journals
after returning the journals assigned the previous week. Inhouse indexers
are supplied with journals as they complete those assigned.

Al.5
All journals are sent to a keyboarding contractor by Quality Control
for input into the computer in various stages of processing. Some contract
indexers receive their journals before they are keyboarded; inhouse index-
ers and other contract indexers receive their journals after they are key-
boarded.

After the first group of contract indexers index their journals, they
are sent to the keyboarding contractor, returned to Quality Control, then
revised and checked online.

Al.6
Following the indexing and revising process, journals are returned to
Quality Control for a final check and are then released for database up-
date and publication of INDEX MEDICUS.

The journals are then sent to the library stacks for the patrons' use.

A1.7   Under cooperative arrangements with the American Dental Association, the American Hospital Association and the American Journal of Nursing, Inc., journals indexed by them are cited in INDEX MEDICUS and in specialized bibliographies. These Special List journals are processed by inhouse representatives of these organizations and are eventually returned to their respective libraries.

            See Figure A1.7 showing the flow of journals.

A1.8   At present two makes of terminal are used, differing in make-up of the keyboard and, because of the internal design of each, requiring two different ways of entering the NLM computer. This manual will also delineate the design of the terminals and the login procedures for both models.

A1.9   The manual will, in addition, explain the design of online indexing and the detailed manipulation of screens in play during the indexing process. Further, it will detail the endeavors of NLM toward processing and quality control of articles and journals indexed from the time the journal enters Serial Records Section until it leaves the Quality Control Unit for the stacks.

A1.10   The online indexing system which involves the preparation of indexed articles for publication, housekeeping management and statistical analyses is called AIMS, the NLM Automated Indexing and Management System.   This manual is devoted to a comprehensive explanation of all activities entering AIMS.

AIMS JOURNAL FLOW CONTROL

Serial Records Check-in *

Special List Check-in *

Quality Control Check-in

Journal Distributor

Contract Offline Indexers

Contract Offline Indexers

Quality Control

Keyboarding Contractor

Quality Control Monitor

Inhouse & Contract
Online Indexers

Keyboarding Contractor

Quality Control Monitor

Journal Distributor

Inhouse & Contract
Online Indexers

Reviser
Specialist

Quality Control Release

STACKS

*Special List and Foreign Center Journals indexed before
check-in are routed through Quality Control and the
keyboarding contractor, then given to the respective revisers.

Figure A1.7
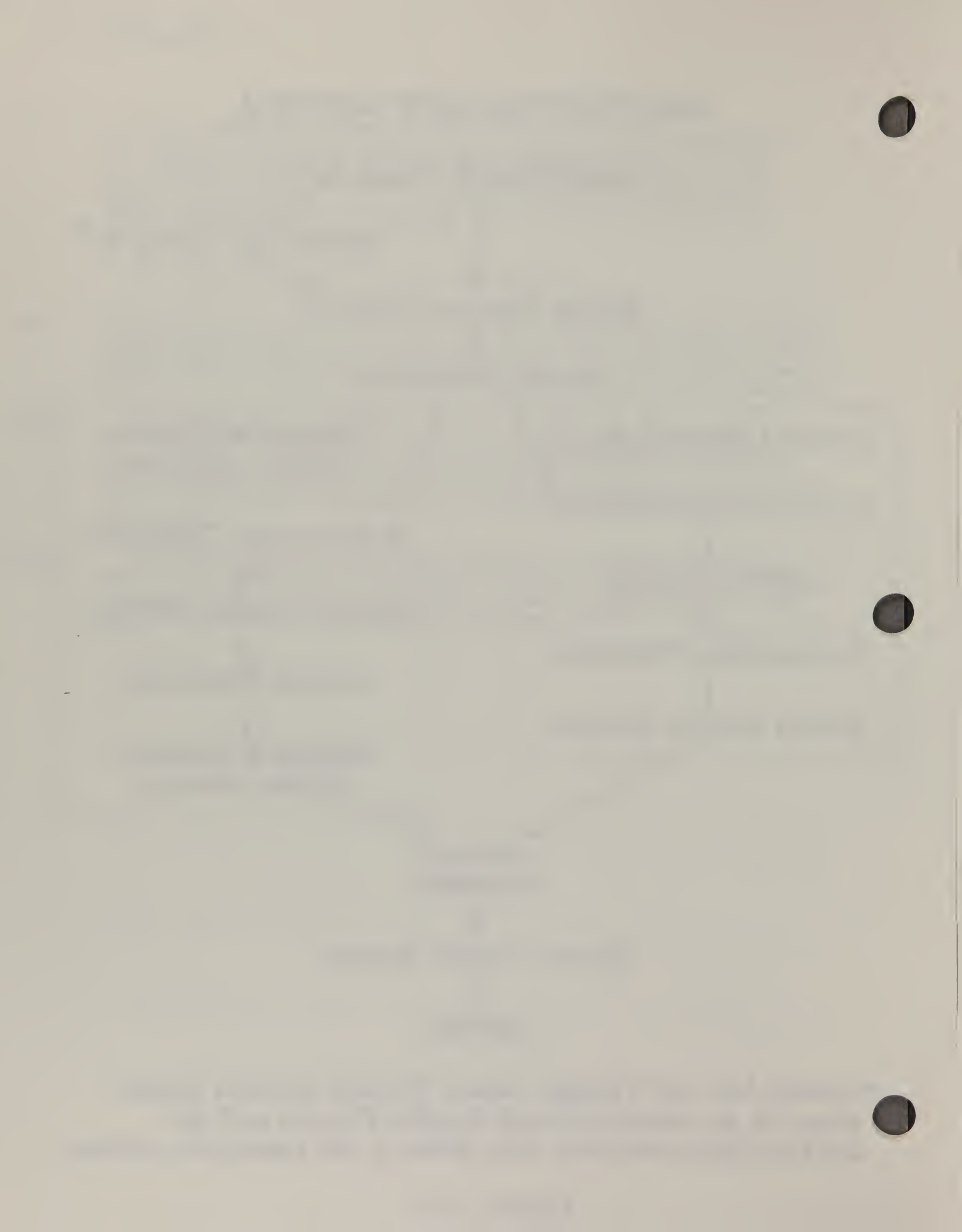
A2

THE COMPUTER SYSTEM

A2.1   How does each user's individual terminal relate to the system as a
whole? Within the National Library of Medicine computer system there are
many capabilities available. The following chart gives an idea of how the
system fits together; only those elements directly involved in online
indexing are on the chart. There are many other offshoots and databases
under the TSO and ELHILL umbrellas.

IBM PROCESSORS

TCAM

| TSO | CICS | ELHILL |

DOCLINE   PDQ   AIMS ——— SERIES/1   HEALTH   CATLINE

online indexing files
Checkin files

MEDLINE

Other INQUIRE Files

other ELHILL files
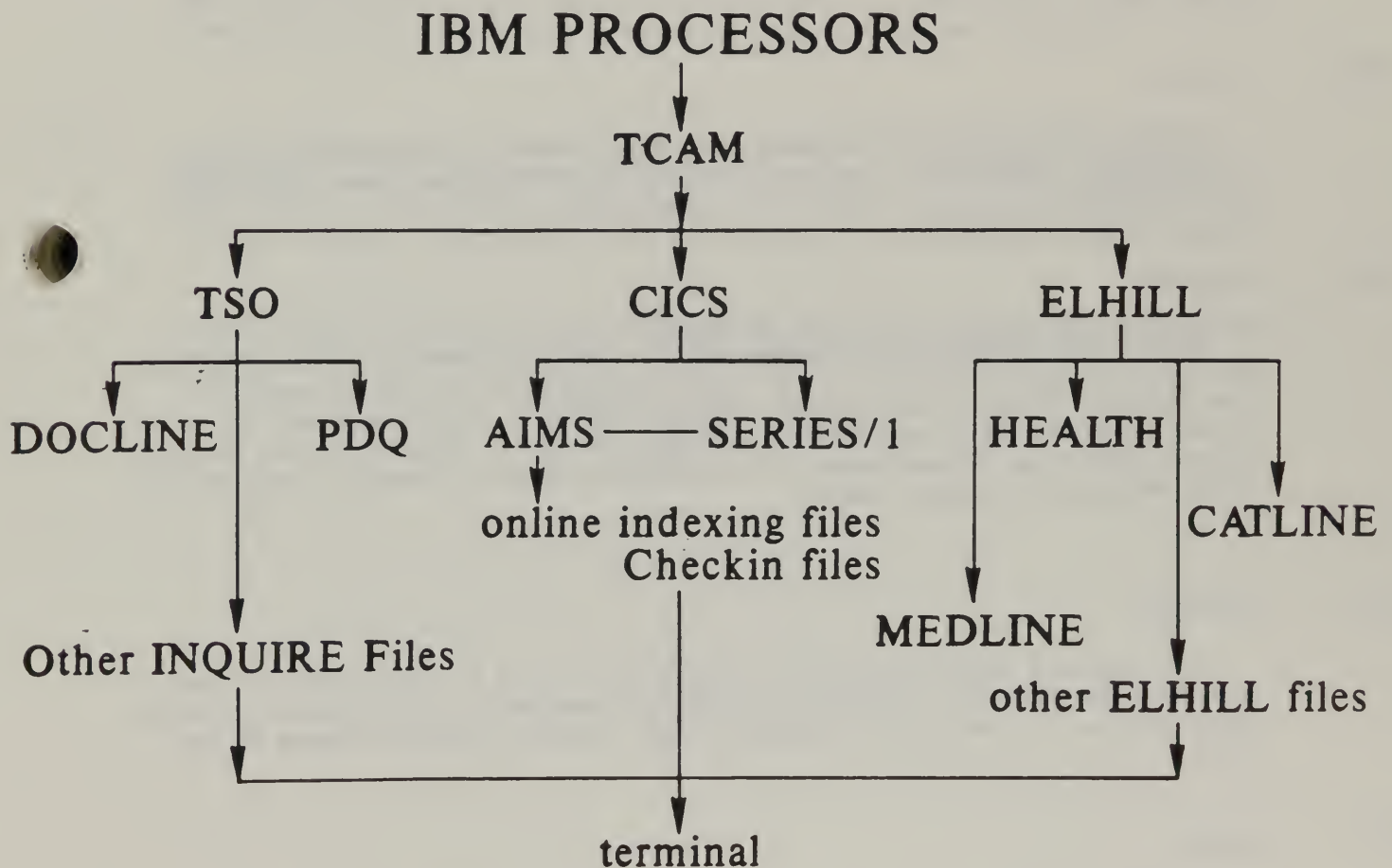
terminal

Figure   A2.1

A2.2   TCAM

The Telecommunications Access Method is a special-purpose control program that supports the orderly flow of data between terminals and the host computer.

A2.3   TSO

Time-Sharing Option is an online software package that allows interactive programming development and various online maintenance procedures, such as CITMAINT (MEDLARS Citation Maintenance).

A2.4   CICS

Customer Information Control System is primarily a software package providing extensive, varied online applications, such as AIMS (see below).

A2.5   ELHILL

This is the retrieval software used for searching NLM data bases such as MEDLINE, HEALTH, etc., and for publishing INDEX MEDICUS and specialized bibliographies.

A2.6   MEDLINE

This is an acronym for MEDlars onLINE. MEDLARS (Medical Literature Analysis and Retrieval System) is the main bibliographic retrieval service of the National Library of Medicine. Through MEDLINE, users have access to indexed citations from over 3000 biomedical journals. MEDLINE is the largest of the more than 20 data bases in the MEDLARS system operating under the ELHILL software retrieval system.

A2.7   SERIES/1

The Series/1 minicomputer is a preprocessor used to permit ASCII (American Standard Code for Information Exchange) terminals which normally function line by line, to accept and process a full screen or panel of data at one time.

A2.8   AIMS

The Automated Indexing and Management System is a series of programs and and files used to create NLM's online check-in and online indexing operations. It is a full-screen, user-oriented system incorporating sophisticated editing and validation routines and provides for greater quality control of processed data.

A2.9   TERMINALS

Two terminals are used, a CONCEPT and a TELEX. The CONCEPT terminal is manufactured by Human Designed Systems, Inc., the TELEX terminal by TELEX Computer Products, Inc.

A2.10   INQUIRE

This is an integrated database management system used by the Library both in the building and maintenance of various files and in the generation of management statistics and reports. It is accessed through a "query" language which makes it fairly simple for non-programmers to use and allows them to create formatted reports and data analyses without the need for special programming support. INQUIRE was used to create the files that support online check-in and online indexing and it gives these systems great flexibility in the production of user-created management reports.

A2.11   The AIMS portion of the computer programs of the National Library of Medicine is that to which this manual is largely dedicated. Details on the access to the various components, the various logging-in manipulations and the various logging-off procedures constitute the body of this manual.

All of the components are important at different levels of activity corollary to the indexing process, but as adjuncts can be described later.

A3

THE TERMINALS

A3.1   Indexing online is done much the way it has been done in the past. There
are time-saving conveniences for administrative and housekeeping operations
but equally many for the indexing operation.

It is possible to use the terminal like a word processor with various in-
sert and delete characteristics. This and other capabilities are described
in detail in Sections A13 and A14.

A3.2   When the indexer is finished with a journal and the information is saved,
the system is ready for another journal to be entered into the online index-
ing operation.

3   The indexing process operates on computer screens that are reasonable fac-
similes of the fields on the Indexed Citation Form (see Figure A3.3(1)). Since
the data form is too extensive to put on a single screen or panel, several
panels are used. It is possible to go from one screen to another in either a
predetermined sequence or randomly. See Figures A3.3(2-7). The features and
manipulation of the panels are given in Part B.

A3.4   Two different makes of terminal are available to the AIMS system, the
CONCEPT and the TELEX. Although the indexing operation and the design of
the AIMS system is the same, regardless of the terminal type, it is neces-
sary to give the details and operating instructions for each separately.
The keyboards of both are illustrated in Figures A4.1 and A5.1.

① C	⑧ PAGINATION	⑨ LANGUAGE ENG. ___ ___ ___	ANONYMOUS A ☐	⑰ REFS	⑮ SUBJECT NAME

⑩ AUTHOR DATA

⑬ TITLE (Eng or Transl)

⑭ TITLE (Vernac or Translit)

⑲	⑳	J ☐ CATS	V ☐ HUMAN	f ☐ 15th CENT	⑫ AUTHOR
A ☐ HIST ART	A ☐ PREGN	K ☐ CATTLE	W ☐ MALE	g ☐ 16th CENT	☐ AFFIL
B ☐ HIST BIOG	B ☐ INF NEW (to 1 mo)	L ☐ CHICK EMBRYO	X ☐ FEMALE	h ☐ 17th CENT	
C ☐ BIOG OBIT	C ☐ INF (1-23 mo)	M ☐ DOGS	Y ☐ IN VITRO	i ☐ 18th CENT	⑳ AUTHOR
G ☐ MONOGR	D ☐ CHILD PRE (2-5)	O ☐ GUINEA PIGS	Z ☐ CASE REPT	j ☐ 19th CENT	☐ ABST
H ☐ ENG ABST	E ☐ CHILD (6-12)	P ☐ HAMSTERS	b ☐ COMP STUDY	k ☐ 20th CENT	
	F ☐ ADOLESC (13-18)	Q ☐ MICE	c ☐ ANCIENT	l ☐ NIH/PHS SUP	㉔ NIH/PHS GRANT NO
	G ☐ ADULT (19-44)	S ☐ RABBITS	d ☐ MEDIEVAL	m ☐ OTHER US GOVT SUP	
	H ☐ MID AGE (45-64)	T ☐ RATS	e ☐ MODERN	n ☐ NON-US GOVT SUP	
	I ☐ AGED (65 +)	U ☐ ANIMAL			

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Figure A3.3(1)

INDEXING PANELS

Of the six of eight available panels used in the indexing
operation, only Panels 3, 5 and 6 correspond to Fields 8,
9, 10, 11, 12, 13, 14, 15, 17, 19, 20, 21 and 24 of the
data form shown in Figure A3.3(1).

```
.------------------------------------------------------------.
|                                                            |
| CMD:        -------------------- JOURNAL ID -------------------------- P1 |
| MRI:  NLM000500023                                         |
| ----------------------------------------------------------- |
| JT:  ARCHIVES OF OTOLARYNGOLOGY                            |
|                                                            |
|                                                            |
|                                                            |
| VOLUME:  109                    ISSUE:  1                  |
|                                                            |
| PUB DATE:  1983 Jan                                        |
|                                                            |
| SPEC LIST IND:        PRIORITY:  1     ARTS:    4          |
|                                                            |
| INOTE:                                                     |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|     RETURN/process F1/hlp        F3/ext F4/can F5/nxt      F10/listing |
|                                                            |
.------------------------------------------------------------.
```

```
.------------------------------------------------------------.
|                                                            |
| CMD:        -------------PAGINATION MENU--------------------------- P2 |
|  ARCH OTOL  1983 Jan:109(1)                                |
| -----------------------------------------------------page 1 of 1 |
|  _   1         _   6         _   13 W      _   19 E         |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|  _  Entire journal      _ All Es        _ All Ws      _ All Cs |
|  RETURN/process F1/hlp        F3/ext F4/can F5/nxt         |
|                                                            |
.------------------------------------------------------------.
```

Figure A3.3(2,3)

```
|-------------------------------------------------------------------------|
|                                                                         |
| CMD:        ARCH OTOL  1983  Jan;109(1)                            P3    |
|  O:      M:       I:099  R:      S:       Q:          LANG:  Eng __ __ __|
| PAG.:  1-5                                            ANON:    REFS:     |
| AUTHOR:  Jerger J                                                        |
|          Hayes D                                                        |
| >        Klein AJ                                                        |
|          Ozdamar O                                                      |
|    **    Kraus L                                                        |
| AU AFL:  Department of Otorhinolaryngology and Communicative Sciences, Baylor |
|          College of Medicine, Houston.                                  |
| >                                                                       |
|                                                                         |
| TITLE:   Latency of the acoustic reflex in eighth-nerve tumor.          |
|                                                                         |
| >                                                                       |
|                                                                         |
| VERN:                                                                   |
|                                                                         |
| >                                                                       |
|                                                                         |
| MSG:                                                                    |
| >                                                                       |
|                                                                         |
| RETURN/process F1/hlp F2/*cmt F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
|                                                                         |
|-------------------------------------------------------------------------|
```

```
|-------------------------------------------------------------------------|
|                                                                         |
| CMD:        --------------------- ABSTRACT ----------------------- P4   |
| ARCH OTOL  1983  Jan;109(1):1-5                                         |
| ----------------------------------------------------------------------- |
|                                                                         |
| >        We evaluated acoustic reflex morphologic features in four subjects |
| >        with confirmed, unilateral acoustic neuroma. All four subjects |
| >        showed marked reduction in absolute reflex amplitude-intensity |
| >        function in the ear with the eighth-nerve disorder. The early, fast- |
| >        rising component of the normal reflex was also typically absent in |
| >        the ears with tumor. Interaural latency comparisons were made in |
| >        three ways. At equal reflex sensation levels and equal reflex sound |
| >        pressure levels, latency was substantially delayed in the ear with |
| >        eighth-nerve disorder. At equivalent reflex amplitudes, however, |
| >        latency was equivalent in normal ears and ears with eighth-nerve |
| >        disorder. Results suggest that delayed onset of the acoustic reflex |
| >        in subjects with eighth-nerve disorder may reflect amplitude and |
| >        wave-form morphologic effects rather than a latency prolongation per |
| >        se.                                                            |
| >                                                                       |
| >                                                                       |
| >                                                                       |
|                                                                         |
| RETURN/process F1/hlp F2/*cmt F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
|                                                                         |
|-------------------------------------------------------------------------|
```

Figure A3.3(4,5)

```
.-----------------------------------------------------------------.
|                                                                 |
| CMD:         ARCH OTOL 1983 Jan;109(1):1-5                   P5 |
| A  _  PREGN            L  _ CHICK EMBRYO  Y  _ IN VITRO    k  _ 20th CENT   |
| B  _  INF NEW (to 1 mo) M  _ DOGS         Z  _ CASE REPT   l  X NIH/PHS SUP |
| C  _  INF (1 to 23 mo)  O  _ GUINEA PIGS  b  _ COMP STUDY  m  _ OTH US GOV  |
| D  _  CHILD PRE (2-5)   P  _ HAMSTERS     c  _ ANCIENT     n  _ NON US GOVT |
| E  _  CHILD (6-12)      Q  _ MICE         d  _ MEDIEVAL                     |
| F  _  ADOLESC (13-18)   S  _ RABBITS      e  _ MODERN       CIT TYPE:       |
| G  X  ADULT (19-44)     T  _ RATS         f  _ 15th CENT                    |
| H  X  MID AGE (45-64)   U  _ ANIMAL       g  _ 16th CENT   w  _ HIST ART    |
| I  _  AGED (65+)        V  _ HUMAN        h  _ 17th CENT   x  _ HIST BIOG   |
| J  _  CATS             W  _ MALE         i  _ 18th CENT   y  _ BIOG OBIT   |
| K  _  CATTLE           X  _ FEMALE       j  _ 19th CENT   z  _ ENG ABST    |
| CHECK TAG(S):          _____             |
| SUBJ NAME:                                                      |
|           2)                                                    |
|           3)                                                    |
|           4)                                                    |
| NIH GRANT #:  NS-10940                                          |
|           2)                                                    |
|           3)                                                    |
|           4)                                                    |
|                                                                 |
|                                                                 |
| RETURN/process F1/hlp F2/*cmt F3/ext F4/can F5/nxt F7/up F8/dwn F9/fin |
|                                                                 |
.-----------------------------------------------------------------.
```

```
.-----------------------------------------------------------------.
|                                                                 |
| CMD:          -----------------DESCRIPTORS-----------------  P6 |
| ARCH OTOL  1983 Jan;109(1):1-5                                  |
|                                                                 |
|      G ADULT(19-44)                                             |
|      H MID AGE(45-64)                                           |
|      V HUMAN                                                    |
|      W MALE                                                     |
|      X FEMALE                                                   |
|      l NIH / phs sup                                            |
|      NEUROMA, ACOUSTIC / *physiopathol                          |
|      *REFLEX, ACOUSTIC                                          |
|      REACTION TIME                                              |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
|                                                                 |
| RETURN/process F1/hlp F2/*cmt F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
|                                                                 |
.-----------------------------------------------------------------.
```

Figure A3.3(6,7)

A5

THE TELEX TERMINAL

A5.1   The TELEX terminal links the user with the computer of the National Library
of Medicine. The characters typed at the keyboard appear on a screen.

TELEX CONTROLS AND INDICATORS

A5.2   Since this terminal is on permanently at the various work stations, the user
must be aware of the various indicators of the electrical status. See Figure
A5.2.

A5.2.1   POWER/BRIGHTNESS CONTROL

            To turn the power on, pull out the knob at the lower right corner; to turn
the terminal off, push the knob in. The terminal will have been turned on for
you when it is installed.

            Rotate the knob clockwise to increase the brightness of the screen and counter-
clockwise to decrease the brightness. It can be turned down so that all the char-
acters are invisible. You must, however, turn the brightness down at the end of
your work day so that the characters are not visible.

A5.2.2   POWER LIGHT

            When this light is on and glowing red, the terminal is on and can operate.

A5.2.3   COLOR SWITCH

            Set to two colors in ●● position for green and white characters and to four
colors in ●●●● position for red, blue, green and white.

            At present the color bears no relation to function. The names of the fields,
however are a different color from the color of the data in the field.

A5.2.4   NORMAL/TEST SWITCH

            Set in the NORMAL position, the terminal is connected online. Set in the TEST
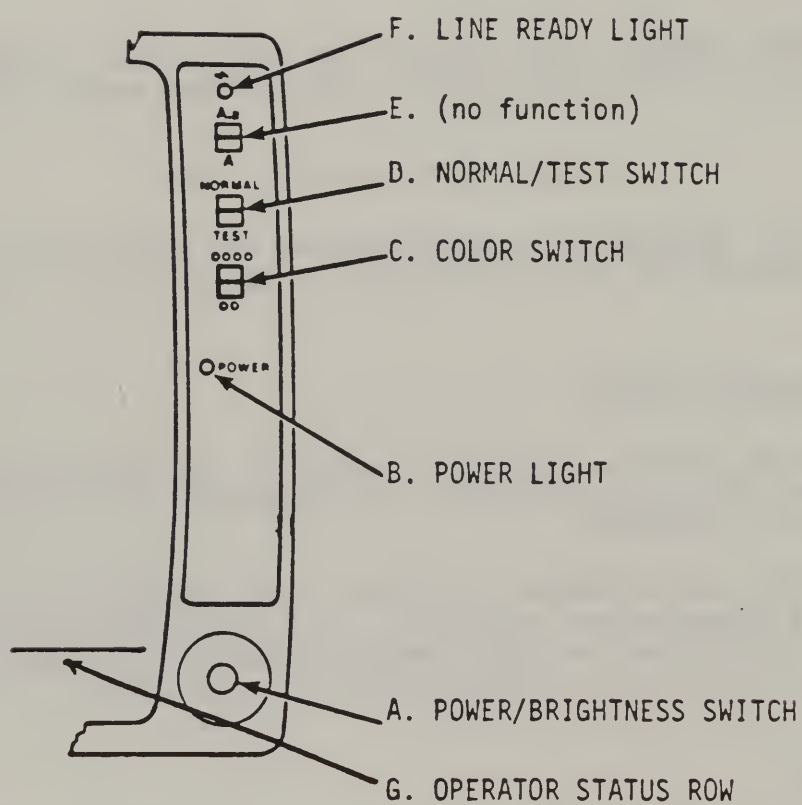
TELEX CONTROLS AND INDICATORS

F. LINE READY LIGHT

E. (no function)

D. NORMAL/TEST SWITCH

C. COLOR SWITCH

B. POWER LIGHT

A. POWER/BRIGHTNESS SWITCH

G. OPERATOR STATUS ROW

Figure A5.2

position the terminal is offline and allows diagnostic testing. Indexers, re-
visers and Quality Control personnel do not routinely test anything.

A5.2.5   SWITCH

There is no function for this at present.
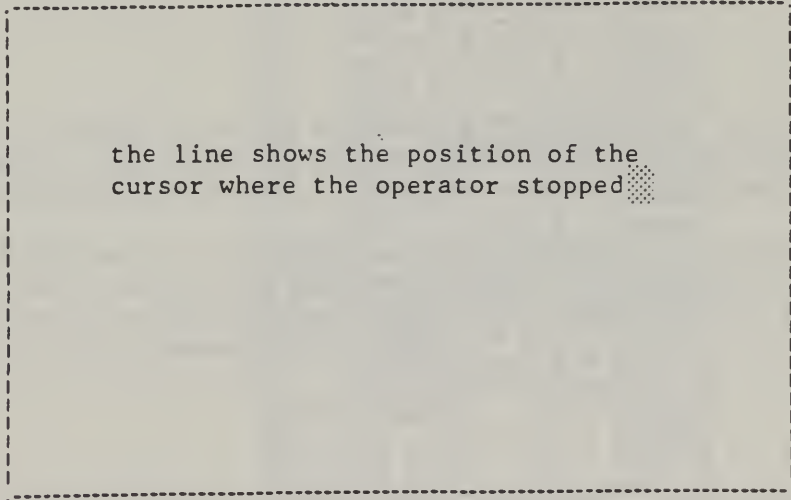
A5.2.6   LINE READY LIGHT

This light indicates that the terminal is communicating with the computer.
When the light is off, there is no communication or the computer itself is not
operating.

<div align="center">THE KEYBOARD</div>

A5.3   The keyboard is composed of three separate parts: a standard alphabetical
and numerical area, special keyboard control keys and special function keys.

A5.4   The CURSOR is a small white or colored rectangle that indicates the position
of a character or a space or the location of a keyable field on the screen. It
orients the user with regard to a point on the panel where he last took action
or where the next programmed action is to take place.

As each character is typed or a space indicated, it is displayed and the
cursor moves one position to the right. When a character is typed in the last
position on a line, the cursor moves to the first column of the next line.

```
-------------------------------------------------------------
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|              the line shows the position of the           |
|              cursor where the operator stopped            |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
|                                                           |
-------------------------------------------------------------
```

It is more alerting when the cursor blinks on and off. To make it blink,
press the ALTERNATE key (see Section A5.5.9), then the white CURSOR BLINK key
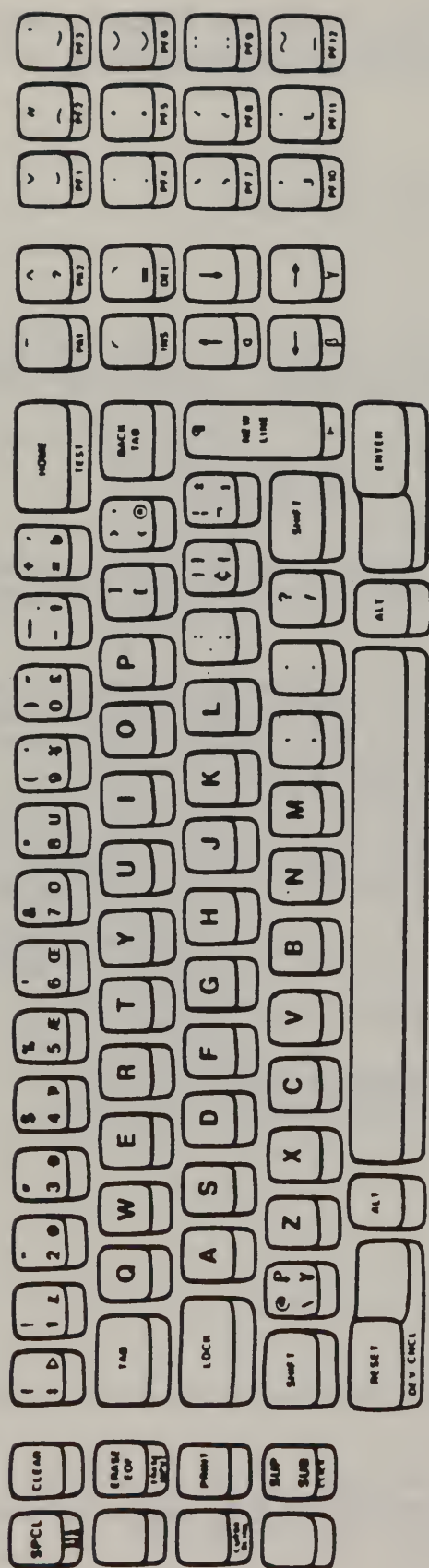at the far left of the keyboard.

THE TELEX KEYBOARD

Figure A5.3

SUP
SUB

In addition, you can press the black key labeled CLICK to make the cursor audible, as it were: a soft click sounds each time a key is depressed.

KEYBOARD CONTROL KEYS

A5.5   The basic area is the standard typewriter alphabet, with numerals and conventional symbols. In addition to these there are special action keys.

A5.5.1   SPACE BAR

This is listed with the special keys only because it has a function that a space bar on a standard electric typewriter does not have. Not only does it insert a space between letters or words when you type but it will also delete letters, numbers or symbols already there. You will have to be a little more careful when working at the terminal than you are when typing at a typewriter.

A5.5.2   ENTER

Analogous to the RETURN key of an electric typewriter, this key returns the cursor to the left margin of the panel. Although specific functions may vary on individual panels, generally pressing the ENTER key will cause the computer to process what has been typed up to that point.

Throughout this manual which was written for users of both the CONCEPT and TELEX TERMINALS, the ENTER key will be referred to as RETURN in the interests of brevity.

A5.5.3   SHIFT

This key is analogous to the shift key of a typewriter for capitalization and for symbols. When this key is held down while striking another key, a letter is capitalized or a symbol in capital position is typed.

When the SHIFT key is pressed, an arrow appears at the bottom of the screen to indicate that it is on and operating. When it is released, the arrow disappears. For a description of all legends and symbols at the bottom of a screen see Section A5.5.11, Operator Status Row.

A5.5.4   LOCK

When this key is pressed, it locks the SHIFT key. This capitalizes the letters A through Z and prints the symbols over the numerals, bypassing the SHIFT key. When LOCK is on, an arrow appears at the bottom of the screen, as with the SHIFT key itself.

To unlock LOCK, press SHIFT and the arrow disappears.

A5.5.5   TAB

This key moves the cursor to the next stop of the next keyable field as pro-
grammed. If there is no tab stop, it will move the cursor to the beginning of
the first keyable field on the panel. The TAB key is analogous to the tab key
of a typewriter but on the TELEX the tab stops are pre-set by the computer pro-
gram.

A5.5.6   BACK TAB

Pressing the BACK TAB moves the cursor backward to the tab stop of the pre-
ceding keyable field. If there is no previous tab stop, BACK TAB will move
the cursor to the beginning of the first keyable field on the panel.

A5.5.7   HOME

This key moves the cursor to the first keyable field on the panel displayed.

A5.5.8   NEW LINE

This key operates like the TAB key in that it gets you to the first typing
space on the next programmed line. For example, on Panel 3 (see Figure A3.3)
the TAB key takes you from the language field (LANG) to the pagination field
(PAG) only by your pressing the TAB key four times; the NEW LINE key takes you
directly from LANG to PAG with a single pressure.

Be careful, however, in using NEW LINE because if you accidentally press
the ALTERNATE key (see below), the symbol ⊢ will appear, deleting whatever
letter or number is present where ⊢ landed!

A5.5.9   ALTERNATE (ALT)

There are two ALTERNATE keys provided for your convenience, one on the left
of the space bar, one on the right.

An ALT key is used simultaneously with various other keys; it does not func-
tion alone.

It must be depressed and held when you use a Function Key (Section A5.8),
the INSERT key (Section A5.7.2), the DELETE key (Section A5.7.3) and the ERASE
INPUT key (Section A5.7.1).

A5.5.10   RESET

In the event of a communication or operation problem with relation to the
AIMS system, symbols appear in the Operator Status Row described in Section
A5.5.11.

When some symbols herald the existence of a problem, pressing the RESET key may remove the symbols and reactivate the keyboard.

If you press RESET but the symbols remain, consult the Problem Determination Guide which is placed by the manufacturer in a sliding drawer under the keyboard. Locate the symbols in the Guide and act on its instructions. If the symbols still remain and the problem stays, notify the Online Indexing Service Desk.

A5.5.11 OPERATOR STATUS ROW

This is a narrow area located at the bottom of each screen or panel, under a horizontal line. It will contain symbols which will indicate the operating conditions in relation to the mother computer.

Not all available from the manufacturer are of interest to the Index Section or Quality Control Section.

From the table below, the symbol from the left column may appear at the bottom of the screen. The action the user will take is on the corresponding line in the column on the right.

As stated above in Section A5.5.10, some symbols may appear in the Operator Status Row which appear more complicated than those illustrated below. For them you will consult the Problem Determination Guide under the keyboard or call the Online Indexing Coordinator.

SYMBOL	ACTION
X ۞	Wait
X ? ✚	Press RESET, try again
X SYSTEM	Try RESET
X ◄─ ⋩ ─►	Press RESET, move cursor
X - ↑	Press RESET, try again
X ↲	System down, seek help
⬠	Shift on
∧	Insert on, press RESET

SPECIAL FUNCTION KEYS

A5.6   These are special keys which are used three ways: in conjunction with the al-
phabetical keyboard (e.g., the diacritical marks), in conjunction with the spec-
ial keyboard control keys (e.g., the various arrows) and in conjunction with
special functions controlling the flow of panels (the Function Keys). They will
be described separately.

A5.6.1   SPECIAL (SPCL)

     This key at the top left-hand corner of the keyboard is used only with three
characters in the AIMS system at present. It is pressed before you press the
letter representing the Polish lowercase ł (appearing on the key as Ł), the
Scandinavian lowercase ø (appearing on the key as Ø)) and the closed quote
(″) with which you must also press the SHIFT key (see Section A5.9).

A5.6.2   DIACRITICAL MARKS

     All accents and diacritics must be typed before you type the letter over or
under which the diacritic is to appear.

     Most of the diacritical marks require the use of the SHIFT key, pressed si-
multaneously with the diacritic key. A few require the use of the SPECIAL key
described above. See Figure A5.6.2 for a convenient table of instructions on
the typing of diacritical marks and accents.

A5.6.3   ARROWS

     These keys control the movement of the cursor up, down, backward, forward:

↑   moves the cursor up in the same column

↓   moves the cursor down in the same column

→   moves the cursor to the right

←   moves the cursor to the left
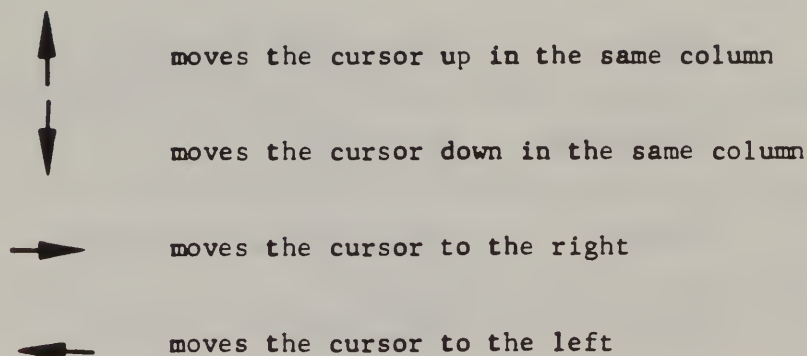
     In addition to these much-used arrows, alternate methods of moving around
a screen can be repeated here:

SPECIAL KEYS AND DIACRITICS

The brackets are here called "special keys". They are used for trans-
lated titles, as 〔Kidney grafts〕

| 〔 | left bracket | press 〔 |
| 〕 | right bracket | press SHIFT, press 〕 |

On the TELEX terminal all accents and diacritical marks must be typed be-
fore you type the letter over or under which they appear. For the French word
tête , type t ∧ e t e , which will appear on the screen as tête .

Here are the diacritics in the order in which they appear on the keyboard,
from left to right.

KEY	EXAMPLE	NAME	TYPING INSTRUCTIONS

White Keys

	Ł	Polish Ł, uppercase	not used
Ł			
	ł	Polish ł, lowercase	press SPECIAL, hold it, type ł
	Ø	Scandinavian Ø, uppercase	not used
Ø			
	ø	Scandinavian ø, lowercase	press SPECIAL, hold it, type ø

Black Keys

∧	ê	circumflex	press SHIFT, press ∧ , type letter
○	å	angstrom	press SHIFT, press ○ , type letter
◡	ř	breve	press SHIFT, press ◡ , type letter
ʂ	ç	cedilla	press ʂ , type letter
\	è	accent grave	press SHIFT, press \ , type letter
/	é	acute accent	press SHIFT, press / , type letter
••	ü	umlaut	press SHIFT, press •• , type letter
~	ñ	tilde	press SHIFT, press ~ , type letter

Figure A5.6.2

- HOME   gets the cursor back to the first keyable field on the panel
              on the screen

- TAB   gets the cursor forward to the next programmed field

- BACK TAB   gets the cursor backward to the closest programmed field

- NEW LINE   gets the cursor to the first typing space on the next pro-
              grammed line

What you use and when you use it will depend on where you are and what you do most comfortably.

A5.6.4   CLEAR

Pressing CLEAR wipes out the screen completely, but it then reappears.

Use CLEAR when you want to delete everything you entered on a given panel. You will probably use more often, however, other methods of deleting letters, words, phrases, fields or panels. See Sections A5.7.1 and A5.7.3. Do not confuse these TELEX deletion capabilities with the deletion of an article indexed (Section A13.5) or of an abstract input (Section A13.6).

The most frequent use of the CLEAR capability will be during the logging-in process. See Section A8.4.

TEXT-EDITING KEYS

A5.7   There are three ways of editing actual text already on the screen or typed by you. All three must be used together with the ALTERNATE key which must be depressed while the keys about to be described are pressed.

A5.7.1   ERASE EOF/ERASE INPUT (ERASE End Of Field/ERASE INPUT)

By pressing ERASE EOF you clear the text from the position of the cursor to the end of the field or the end of the line.

To erase everything you typed, press ALTERNATE, then ERASE INPUT.
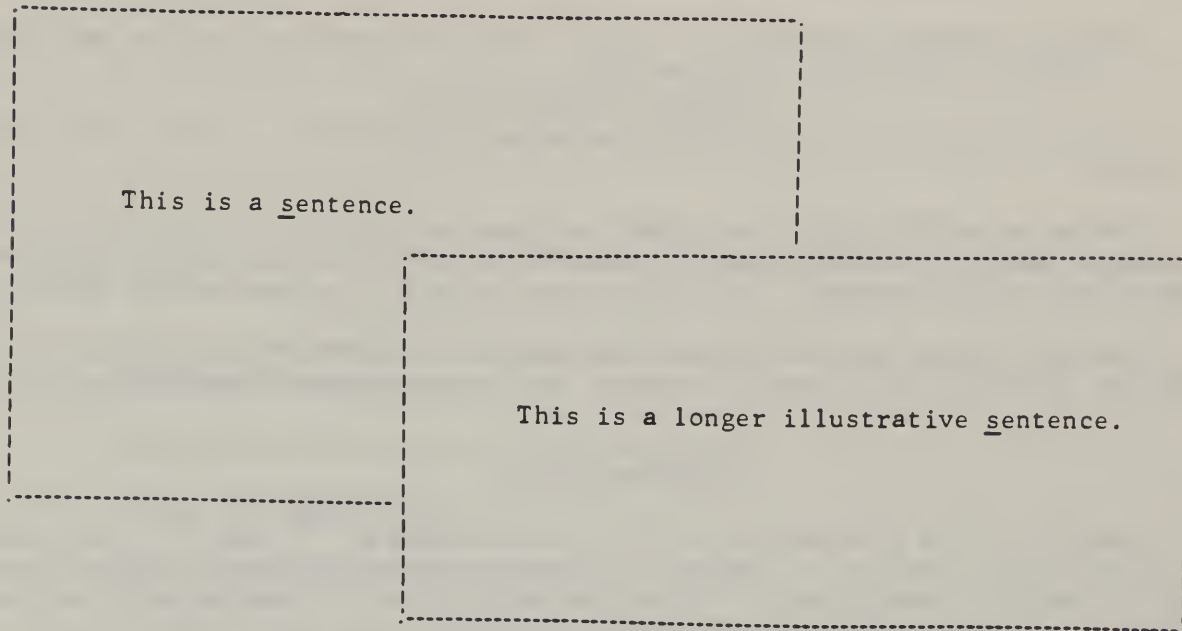
To erase or delete individual words or letters within a typed field or sentence, see Section A5.7.3.

A5.7.2   INS (INSERT)

To insert text, position the cursor at the letter before which new text is to be added. While pressing and keeping your finger on ALTERNATE, press INSERT. Type in the added text.

To turn off INSERT, press RESET.

In the first drawing below you see the position of the cursor (the tiny _
in the drawing) before two words have been added. In the second drawing you
see the position of the cursor after two words have been added.

```
+---------------------------------------+
|                                       |
|                                       |
|                                       |
|                                       |
|   This is a _sentence.                |
|                                 +----------------------------------------+
|                                 |                                        |
|                                 |                                        |
|                                 |                                        |
|                                 |   This is a longer illustrative _sentence. |
|                                 |                                        |
|                                 |                                        |
+---------------------------------|                                        |
                                  |                                        |
                                  |                                        |
                                  +----------------------------------------+
```

DEL (DELETE)

This key deletes the character where the cursor is positioned and at the same
time shifts the text on that line to the left to fill the empty space created by
the deletion.

While pressing the ALTERNATE key and keeping your finger on it, press DELETE;
this deletes the letter where the cursor is.

In the drawing below note the position of the cursor (here the little _) to
remove an "s". In the second drawing after the removal of the "s" by pressing
the DELETE key, the cursor moved to the next letter.

```
+--------------------------------------------+
|                                            |
|                                            |
|   This is not miss_spelled.                |
|                             +----------------------------------------+
|                             |                                        |
|                             |                                        |
|                             |                                        |
|                             |                                        |
+-----------------------------|                                        |
                              |   This is not mis_spelled.             |
                              |                                        |
                              |                                        |
                              +----------------------------------------+
```
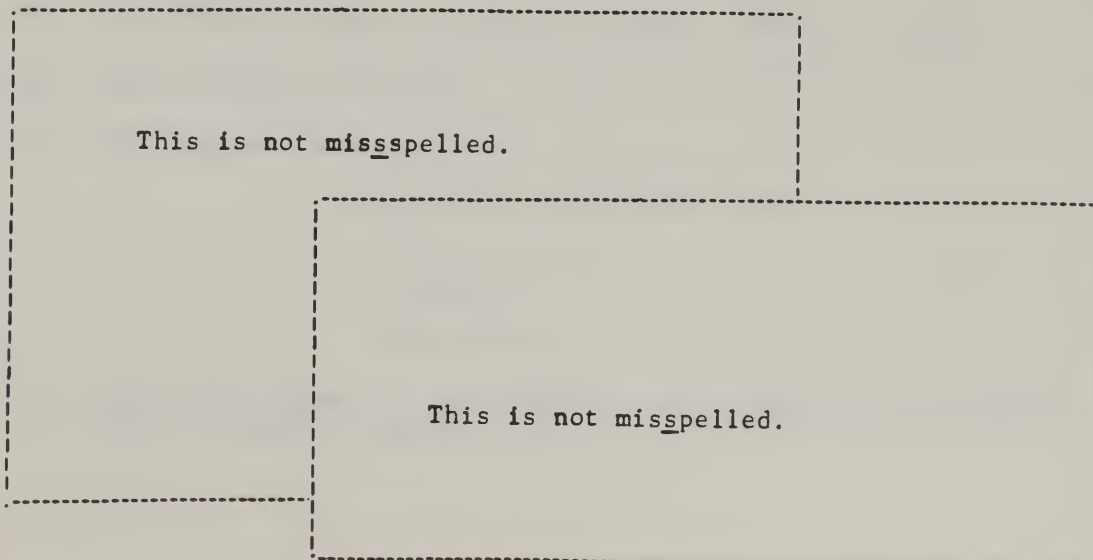
FUNCTION KEYS

A5.8   The Programmable Function Keys are programmed to perform user-specified func-
tions. In the case of indexing, for example, they are indispensable in getting
from panel to panel at will.

              Because of their importance, the keys, their function and use are described
in a chapter of their own, Section A12.

A5.8.1   The Function Keys on the TELEX terminal are in the bank of keys at the far
right.

              The names of the keys, i.e., their assigned numbers, are visible on the front
side of the key: PF stands for "Program Function." Although 12 Function Keys are
available on the terminal, only 10 are used in AIMS as elaborated in Section A12.

A5.8.2   You must always operate a Function Key with the ALTERNATE key. Press either
of the ALTERNATE keys, keep it pressed, and then press the Function Key you need.

QUOTATION MARKS

A5.9   Instead of the customary form of quotation marks as `` and '' , the TELEX
keyboard shows them as '' and `` . The open quote '' appears on the numeric
key 2 and the closed quote `` is on the numeric key 0. Despite this unorthodox
form on the keys, the computer program correctly converts '' and `` to `` and
'' when citations are printed in INDEX MEDICUS.

              Enter the open quote by pressing first the SHIFT key and then '' . Enter
the closed quote by pressing SPECIAL, then SHIFT, then `` .

              A resultant typing of an intended ``Primum non nocere'' will appear on the
screen strangely as '' Primum non nocere `` but will end up in INDEX MEDICUS as
expected.

A6

LOGON: CONCEPT TERMINAL

A6.1   Each of the steps on the next few pages must be followed to gain access
to the NLM computer.

1. Turn on the CONCEPT terminal by the on-off switch on the back panel
   of the terminal.

2. Press the CTRL and G keys simultaneously.

3. Press the RETURN key.

4. When this legend appears on the screen,

```
•                    NATIONAL LIBRARY OF MEDICINE, ACF/TCAM
PLEASE ENTER 1 USERID, 2, 3 OR 4
             1  TSO      2  MEDLINE      3  CICS      4  TEST CICS
===)
```

5. Type 3 where the cursor is flashing, then

6. Press RETURN, whereupon

7. This appears on the screen:

```
WELCOME-TO-CICS/VS 1.6.1 09:48:04
```

8. Press RUB OUT, thus blanking out the WELCOME, and

9. Press SHIFT, typing in capital letters   CSSN   , then

10. Press RETURN, whereupon

11. This appears on the screen:

```
CICS/VS SIGNON - ENTER PERSONAL DETAILS

        NAME:
        PASSWORD:
        NEW PASSWORD:
```

12. After NAME, type the three-initial code assigned to each AIMS
    user, in capital letters, then

13. Press TAB which gets you to the next line.

14. After PASSWORD, type your personally assigned password in capital letters.

15. Ignore NEW PASSWORD.

16. Press RETURN, whereupon

17. This appears at the bottom of the screen:

DFH3504I 11:06 28 SIGN-ON IS COMPLETE

18. Press RUB OUT, thus deleting the above legend, and

19. On the blank screen, type AIMS in capital letters where the cursor is flashing.

20. Press RETURN, whereupon

21. On the screen will appear the AIMS LOGON FUNCTION panel.

```
---------------------------------------------------------------------------
|                                                                         |
|  ------------------------------AIMS LOGON FUNCTION---------------------CON100M |
|                                                                         |
|                                                                         |
|  .                                                                      |
|                                                                         |
|                         ENTER USERID                                    |
|                         ENTER PASSWORD                                  |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|         RETURN/process     F1/hlp      F3/ext                           |
|                                                                         |
---------------------------------------------------------------------------
```

22. Type the same three-letter code used in 12 above at ENTER USERID

23. Press the TAB key which gets you to the next line.

24. Type your password at ENTER PASSWORD.

25. Press the RETURN key which gets you to the Journal Identification Panel where the indexing operation begins.

A6.2   Note in the procedure detailed above that after each step one moves from message to message or panel to panel by using the RUB OUT key or pressing the RETURN key.

A6.3   The logon procedure appears to be long but the actual time expended is less than 20 seconds. The steps will become automatic after a few logins.

A6.4   In summary here is the usual, almost automatic activity you will find yourself performing with ease:

- type 3

- press RETURN

- press RUB OUT

- type CSSN

- press RETURN

- type initials and password

- press RETURN

- press RUB OUT

- type AIMS

- press RETURN

- type initials and password

- press RETURN

A6.5   ERROR MESSAGES

If you do not follow the steps delineated in Section A6.1 as written, you will receive various error messages. At the bottom of the screen will appear a message alerting you to your error. The common error will be your failure to use capital letters as required.

A6.5.1   Step 9

If you do not type CSSN in capital letters, this message appears:

DFH2001I INVALID TRANSACTION IDENTIFICATION cssn - PLEASE RESUBMIT   12:42:33

Where the cursor is, type CSSN in capital letters and press ENTER. The message disappears and the CICS/VS SIGNON panel shown in Step 9 appears.

A6.5.2   Steps 12 and 13

If you do not type your three-initial code or your password in capital letters, this message appears at the bottom of the screen:

DFH35001I 12:43:16 MISSING OR INVALID NAME PARAMETER

Where the cursor is, type CSSN in capital letters and press ENTER. Then type your code and password correctly in capital letters.

A6.5.3   Step 19

If you do not type AIMS in capital letters, this message appears:

DFH2001I INVALID TRANSACTION IDENTIFICATION aims - PLEASE RESUBMIT   12:44:10

Where the cursor is, type AIMS in capital letters and press ENTER. The AIMS LOGON FUNCTION panel appears. Proceed as usual.

A7

LOGOFF: CONCEPT TERMINAL

A7.1   When you leave the system, you must go through a logging off procedure before you turn off the terminal.

1. Press F3/exit, thus getting you a panel reading

2. AIMS LOGOFF COMPLETE   where you will then, at the cursor,

3. Type   CSSF LOGOFF   in capital letters, then

4. Press the RETURN key.

5. The bottom of the screen will read

DFH3506I 18:29:55 SIGN-OFF IS COMPLETE

6. Turn off the machine with the switch on the back panel of the terminal.

A7.2   It is suggested that you logoff when you finish for the day or plan to be away from the terminal for an extended period.

A7.3   IF YOU ARE NOT FINISHED WITH THE JOURNAL

You may logoff at any time during the indexing or revising process, in the middle of an article or at the end of an article,

- Finish the panel you are on.

- Press the F5/next key to save everything you have done to that point.

- Press the F3/exit key.

- Proceed as above, items 2 through 6.

When you logon the next time, you will be returned to the Descriptive Information Panel of the article on which you were working when you logged off.

A7.4   IF YOU ARE FINISHED WITH THE JOURNAL

After finishing the last article of the journal, if there are no out-
standing errors on the articles indexed, you will be returned automati-
cally to a blank Journal Identification Panel or a Journal Disposition
Panel.

Which panel appears is determined by the identity of the user: revised
indexers and contract indexers get the former, unrevised indexers and re-
visers get the latter.

A7.5   If there are errors or if an article was missed, this warning appears:

```
,----------------------------------------------------------------.
|                                                                |
|                           WARNING                              |
|                                                                |
|                                                                |
|                                                                |
|       This article has outstanding errors which               |
|                                                                |
|       must be resolved before processing can be               |
|                                                                |
|       completed.                                               |
|                                                                |
|                                                                |
|                  PRESS RETURN TO CONTINUE                      |
|                                                                |
|                                                                |
`----------------------------------------------------------------'
```

- Press RETURN, getting to the article wherein the error occurs.

- Fix the problem to finish the journal: correct all errors or index
  missing articles.

- Press F5/next which brings forth a blank Journal Identification
  Panel or a Journal Disposition Panel.

- Enter a new MRI
  or
- Press F3/exit and proceed with the logoff as shown on the preceding
  page.

A7.6   ERROR MESSAGE

If you do not follow the steps shown in Section A7.1 as written, you will
receive an error message at the bottom of the screen, alerting you to your
error. The common error will be your failure to use capital letters as re-
quired.

If when AIMS LOGOFF COMPLETE appears, you do not type CSSF , the bottom
of the screen will read

DFH2001I INVALID TRANSACTION IDENTIFICATION   - PLEASE RESUBMIT 18:29:50

After the word "identification" will appear what you typed incorrectly. Type
in CSSF in capital letters and press RETURN. The message at the bottom of
the screen will read

DFH3506I 18:29:54 SIGN-OFF IS COMPLETE

A8

LOGON: TELEX TERMINAL

A8.1   Each of the steps on the next few pages must be followed to gain access to the NLM computer.

1. Since the TELEX terminals are always on, merely turn the white knob on the lower right-hand corner of the machine to the right.

2. This legend is on the screen:

```
●                NATIONAL LIBRARY OF MEDICINE, ACF/TCAM
PLEASE ENTER 1 USERID, 2, 3 OR 4
          1  TSO      2  MEDLINE      3  CICS      4  TEST CICS
===)
```

3. Type 3 where the cursor is flashing, then

4. Press ENTER, whereupon

5. This appears on the screen:

```
WELCOME-TO-CICS/VS 1.6.1 09:48:04
```

6. Press CLEAR, thus blanking out the WELCOME, and

7. Press LOCK, typing in capital letters   CSSN   , then

8. Press ENTER, whereupon

9. This appears on the screen:

```
CICS/VS SIGNON - ENTER PERSONAL DETAILS

NAME:
PASSWORD
NEW PASSWORD
```

10. After NAME, type the three-initial code assigned to each AIMS user, in capital letters, then

11. Press TAB which gets you to the next line.

12. After PASSWORD, type your personally assigned password in capital letters.

13. Ignore NEW PASSWORD.

14. Press ENTER, whereupon

15. This appears at the bottom of the screen:

DFH3504I 11:06:28 SIGN-ON IS COMPLETE

16. Press CLEAR, thus deleting the above legends, and

17. On the blank screen, type AIMS in capital letters where the cursor is flashing.

18. Press ENTER, whereupon

19. On the screen will appear the AIMS LOGON FUNCTION panel.

```
--------------------------------------------------------------------
|                                                                  |
|                              .                                   |
| --------------------------AIMS LOGON FUNCTION-------------------CON100M |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                   ENTER USERID                                   |
|                   ENTER PASSWORD                                 |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|          RETURN/process     F1/hlp      F3/exit                  |
|                                                                  |
--------------------------------------------------------------------
```

20. Type the same three-letter code used in 10 above at ENTER USERID.

21. Press the TAB key which gets you to the next line.

22. Press your password at ENTER PASSWORD.

23. Press the ENTER key which gets you to the Journal Identification Panel where the indexing operation begins.

A   Note in the procedure detailed above that after each step one moves from
message to message or panel to panel using the CLEAR key or the ENTER key.

        Note also that at step 7 you are told to press LOCK. This will allow you
easily to continue typing CSSN (which must be in capitals), your codes and
passwords, and AIMS (which must be in capitals) without switching back and
forth between SHIFT and un-shift.

A8.3   The logon procedure appears to be long but the actual time expended is
less than 20 seconds. This steps will become automatic after a few logins.

A8.4   In summary here is the usual, almost automatic activity you will find your-
self performing with ease:

                    - type 3

                    - press ENTER

                    - press CLEAR

                    - type CSSN

                    - press ENTER

                    - type initials and password

                    - press ENTER

                    - press CLEAR

                    - type AIMS

                    - press ENTER

                    - type initials and password

                    - press ENTER

A8.5   ERROR MESSAGES

        If you do not follow the steps delineated in Section A8.1 as written, you
will receive various error messages. At the bottom of the screen will appear
a message alerting you to your error. The common error will be your failure
to use capital letters as required.

A8.5.1   Step 7

        If you do not type CSSN in capital letters, this message appears:

DFH2001I INVALID TRANSACTION IDENTIFICATION cssn - PLEASE RESUBMIT   12:42:33

Where the cursor is, type CSSN in capital letters and press ENTER. The message disappears and the CICS/VS SIGNON panel shown in Step 9 appears.

A8.5.2   Steps 8 and 9

If you do not type your three-initial code or your password in capital letters, this message appears at the bottom of the screen:

DFH3500I 12:43:16 MISSING OR INVALID NAME PARAMETER

Where the cursor is, type CSSN in capital letters and press ENTER. Then type your code and password correctly in capital letters.

A8.5.3   Step 17

If you do not type AIMS in capital letters, this message appears:

DFH2001I INVALID TRANSACTION IDENTIFICATION aims - PLEASE RESUBMIT   12:44:10

Where the cursor is, type AIMS in capital letters and press ENTER. The AIMS LOGON FUNCTION panel appears. Proceed as usual.

A9

LOGOFF: TELEX TERMINAL

A.9.1   When you leave the system, you must go through a logging off procedure
before you turn off the TELEX screen.

1. Press F3/exit, thus getting you a panel reading

2. AIMS LOGOFF COMPLETE   where you will then, at the cursor,

3. Type   CSSF   in capital letters, then

4. Press the ENTER key.

5. The bottom of the screen will read

DFH3506I 18:29:55 SIGN-OFF IS COMPLETE

6. Turn the white knob at the bottom of the right-hand corner of the
terminal, to the left. This blackens the screen.

The TELEX terminal is never turned off unless you are instructed to do so.

A9.2   It is suggested that you logoff when you finish for the day or plan to
be away from the terminal for an extended period.

A9.3   IF YOU ARE NOT FINISHED WITH THE JOURNAL

You may logoff at any time during the indexing or revising process, in
the middle of an article or at the end of an article,

- Finish the panel you are on.

- Press the F5/next key to save everything you have done to that point.

- Press the F3/exit key.

- Proceed as above, items 2 through 7.

When you logon the next time, you will be returned to the Descriptive
Information Panel of the article on which you were working when you logged
off.

A9.4   IF YOU ARE FINISHED WITH THE JOURNAL

        After finishing the last article of the journal, if there are no out-
standing errors on the articles indexed, you will be returned automati-
cally to a blank Journal Identification Panel or a Journal Disposition
Panel.

        Which panel appears is determined by the identity of the user: revised
indexers and contract indexers get the former, unrevised indexers and re-
visers get the latter.

A9.5   If there are errors or if an article was missed, this warning appears:

```
.------------------------------------------------------------------.
|                                                                  |
|                            WARNING                               |
|                                                                  |
|                                                                  |
|     This article has outstanding errors which                    |
|                                                                  |
|     must be resolved before processing can be                    |
|                                                                  |
|     completed.                                                   |
|                                                                  |
|                                                                  |
|                    PRESS RETURN TO CONTINUE                      |
|                                                                  |
|                                                                  |
'------------------------------------------------------------------'
```

        - Press RETURN, getting to the article wherein the error occurs.

        - Fix the problem to finish the journal: correct all errors or index
          missing articles.

        - Press F5/next which brings forth a blank Journal Identification
          Panel or a Journal Disposition Panel.

        - Enter a new MRI
          or
        - Press F3/exit and proceed with the logoff as shown on the preceding
          page.

A9.6   ERROR MESSAGE

        If you do not follow the steps shown in Section A7.1 as written, you will
receive an error message at the bottom of the screen, alerting you to your
error. The common error will be your failure to use capital letters as re-
quired.

If when AIMS LOGOFF COMPLETE appears, you do not type CSSF , the bottom of the screen will read

DFH2001I INVALID TRANSACTION IDENTIFICATION   - PLEASE RESUBMIT 18:29:50

After the word "identification" will appear what you typed incorrectly. Type in CSSF in capital letters and press RETURN. The message at the bottom of the screen will read

DFH3506I   18:29:54 SIGN-OFF IS COMPLETE

A10

MACHINE-READABLE IDENTIFIER

A10.1   A bar-code label has been placed on every INDEX MEDICUS and special list
journal. The bar-code label is similar to that used by manufacturers and
purveyors of small-goods items familiarly seen on supermarket products. It
is called a machine-readable identifier (MRI) and is put on the page oppo-
site the inside cover of the journal to be indexed and on the back cover.
It is read by a device attached to the terminal called a "wand" or bar-code
reader.

A10.2   The MRI label provides the link between the serials check-in record for
the journal issue and the individual records created for each citation in the
journal.

Here is a copy of the bar-code label:
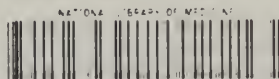
NLM 00551429 3

The bar code consists of three letters (NLM) followed by eight digits and a
check number. The lines are translated into the alphanumeric code at the
bottom of the label.

A10.3   The bar code is read through a wand or light pen drawn across the surface
of the label. A message goes through the terminal to the computer where the
program checks to see that the MRI is in the AIMS system and sends back a dis-
play of the appropriate volume and issue.

For those indexers not having a wand (online contract indexers) and those
whose wands are temporarily out of order, the number may be typed in. Using
the above label as an example, type the code without spaces,

NLM005514293

A10.4   If the record is not found, this error message will be displayed:

MRI (MACHINE-READABLE IDENTIFIER) NOT FOUND

If this message appears when the operator uses a wand, he will send the journal to the Head, Quality Control, and go on to the next journal. The Head, Quality Control, will check with Serial Records and when the problem has been resolved, will return the journal.

If the message appears when the operator types in the bar-code number, he will assume that he has made a typographical error and will re-type the number correctly. If accurate retyping still calls up the error message, refer the journal to the Head, Quality Control, as above.

A10.5   USE OF THE WAND

As stated above, the wand is a light pen which, in traveling across the MRI, senses the bars and feeds them into the computer where they are decoded. When this occurs, a beep is heard. The wand is used in this way:

- Hold the wand in a relaxed grip, the way you hold a pencil.

- Draw the wand across the center of the MRI label, beginning and ending on each side of the label. You can scan in either direction.

- When the beep is heard, the scan has been successful. If no sound is heard,
    - check the speed: try moving the wand faster or more slowly;

    - check the pressure: don't press down heavily on the label;

    - check the angle: try holding the wand at a different angle. An angle of from 10 to 30 degrees vertical is recommended.

    - check the location: be sure that you begin at one side of the label and go all the way through the center of the label to the other side.

- Verify the information displayed on the screen against the journal. If the MRI on the screen does not match the MRI on the piece, it has been misread. This is sometimes caused by lifting the wand too quickly after the beep is heard. Wand the MRI again. If you still have a problem, inform the Online Indexing Coordinator.

Once you have developed a "feel" for scanning with the wand, it will be possible to wand in the journal on the first try. If you do not wand-in consistently the first time, call this inefficiency to the attention of the On-line Indexing Coordinator: you may have a defective wand.

In the rare case where the wand does not function, type in the MRI in the form illustrated above.

In even rarer cases where the wand misfunctions, the title of the journal brought forth by the wand over the bar code may not be the title of the journal displayed on the first journal-identifying screen. When this happens, exit from the journal and call the error to the attention of Quality Control.

All

PANELS

A11.1   The purpose, design and format of the online screens used in the indexing
          operation are based on the INDEXED CITATION FORM (familiarly called the data
          form) used in manual indexing in its present form since 1975 (Figure A3.3(1).

A11.2   This single-sheet data form has been tooled into six screens or panels
          used by the indexer, with added features required by online indexing (Figure
          A3.3(2-7). Here is a refresher list of the available panels shown in the fig-
          ure:

                P1   Journal ID   P4   Abstract
                P2   Pagination   P5   Check Tags
                P3   Descriptive Information   P6   Descriptors

          A seventh panel (P7 Comment) and an eighth (P8 Journal Release) have been
          added as new features for administrative purposes. See Section B9 for a de-
          scription of the former and Section C14 for the latter.

A11.3   Directions for the use of each panel and the form of data supplied by input
          typists and indexers for each, form a substantial portion of this manual.
          Their description and use are given in great detail in Part B.

A11.4   While the description above relates to those panels involved directly in
          indexing and revising, there are many other panels which were created for the
          other facets of AIMS.

          Panels used by Quality Control, the Special List Checkin and the User Pro-
          file have been tailored to their special needs; their form and use will be
          described in detail in Parts C, D and E.

A11.5   The use of the keyboard with respect to the flow from panel to panel lies
          in so-called function keys, arbitrarily assigned specific actions or functions
          by the programmers. Since the function keys must be made available in the sys-
          tem for the manipulation of the panels and since most of them are applicable
          to most of the panels, as all-purpose tools with wide application they will be
          described before the detailed description of each panel.

A12

FUNCTION KEYS

A12.1   Function keys are available, programmed to perform certain specified
functions. These keys are labeled F1 through F14 and can be found at the
top of the keyboard and down the right side. Only F1 through F10 are used
in indexing.

The function keys available for each panel are listed at the bottom of
the panel in the form of Function Key/function, as F1/help.

Below is a description of the functions generally performed by each of
the 10 function keys. There is some variation in function depending upon
the panel being processed: all function keys are not available all panels.
A summary of presence and use is given in A12.12.

Here are the function keys, their function and the short form in which
they appear on the screens:

F1	Help	F1/hlp
F2	Comment	F2/cmt
F3	Exit	F3/ext
F4	Cancel	F4/can
F5	Next	F5/nxt
F6	Insert line	F6/ins
F7	Scroll Up	F7/up
F8	Scroll Down	F8/dwn
F9	Finished	F9/fin
F10	Listing	F10/list

A12.2   F1/help

Press this key if you need an explanation of features available to AIMS.
This produces the first of a series of screens relevant to the panel on which
you are working and constitutes a miniature manual to help you with any fea-
ture of that panel.

A12.3   F2/comment

Press this key to enter or read a comment. For a description see Section
A13.7.

If the function portion at the bottom of the screen shows F2/cmt in this form, there is no comment on this article.

If the function portion shows F2/*CMT in this form, with an asterisk, there is a comment on panel 7.

A12.4   F3/exit

Press this key to exit from the system or from the journal and to terminate the function being performed.

F3 has the effect of returning you to a processing level one step before the function you are performing at the time. For example, if you are on the AIMS LOGON FUNCTION panel and press F3, you are returned to the AIMS LOGOFF COMPLETE panel.

F3 does NOT save the work you have done up to this point. To save the work, you must press F5/next or F9/finished first.

A12.5   F4/cancel

Press this key to CANCEL everything you did so far on the panel. The panel will be restored to its original contents so that you may start over if you like.

A12.6   F5/next

Press this key to go to the next panel. Pressing it saves whatever was done on the panel.

A12.7   F6/insert line

Press this key to insert a line anywhere on the panel. Place the cursor anywhere on the line below which you want to insert something, then press F6.

This function is particularly useful when you want to insert a missing author or a main heading in the order in which the concept appears in the text being indexed.

A12.8   F7/up

Press this key to move UP half a scrollable field.

An example of a scrollable field is the Author field. If there is not enough room in the field for all of the authors you need (indicated at the bottom of the field by **), then you must scroll up to type in (or merely inspect) the rest of the authors listed in the article.

This key functions only in programmed, scrollable fields which are indicated by a > located at the left margin. You can scroll up also by typing

U or u and the number of lines you want in the Field Command Slot indicated
by the chevrons on the left side of the panel (see Section A13.8).

> U3   or   > u3

An exception is made of the Abstract Panel (P4): here you may type U or u
in the Panel Command Slot (see 13.2).

CMD: U2   or   CMD: u2

On the Descriptor Panel (P6) only F7/up can be used for scrolling up.

A12.9   F8/down

Press this key to move DOWN half a scrollable field. Like F7/up, this key
functions only in scrollable fields indicated by a > at the left margin. You
can scroll down also by typing D or d and the number of lines you want in
the Field Command Slot as with U above.

> D4   or   > d4

An exception is made of the Abstract Panel (P4): here you may type D or d
in the Panel Command Slot as with U above.

On the Descriptor Panel (P6) only F8/down can be used for scrolling down.

A12.10   F9/finished

Press this key to signal that you have completed the processing of the panel
or article and that you do not want to see any other panels in the article. The
next article in logical order will be displayed.

If you are on the last article of the journal, pressing this key takes you
out of the journal.

Pressing F9 allows you to save everything you entered up to that point.

A12.11   F10/listing

Press this key if you want a printed, hard-copy presentation of articles
with indexed data.

If you want a listing for every article in the journal, press F10 when you
are on the Journal Identification Panel (P1). If you want hard copy on only
one article, press F10 on any other panel (P3 through P6) you are processing.

A12.12   Not all functions and hence not all function keys are available to all
panels. Here is a list of the specific functions and keys available to speci-
fic panels:

FUNCTION	PANEL
F1/hlp	all panels
F2/cmt	3, 4, 5, 6
F3/ext	all panels
F4/can	all panels
F5/nxt	all panels
F6/ins	3, 4, 6
F7/up	3, 4, 6
F8/dwn	3, 4, 6
F9/fin	3, 4, 5, 6
F10/list	1, 3, 4, 5, 6

A12.13   As stated elsewhere, the functions available to a given panel are always
listed at the bottom of each panel appearing on the screen.

A13

COMMANDS

A13.1   Everyone knows that programmers build into computer systems commands for operating them which users never see, nor do they care to. It is assumed that following programmed commands is the required activity of a computer and it is this programmed automaticity that is the delight of all users of computers.

So too has the AIMS program built-in commands, notably among them the flow of panels in logical succession to substitute for the order of the fields on the old data form. The computer has been commanded to follow a logical succession in presenting the panels to the indexer. It has also been programmed (i.e., COMMANDed) to accept certain types of information in certain positions, in a predetermined form and with acceptable spelling.

Here is an additional command: to accept a set of orders given by an indexer for any correction, modification or digression he wants to make to the programmed commands, such as a change in the order in which the panels are presented.

The indexer, however, must issue commands in certain prescribed places. A description of the locale and the wording of the commands will be the subject of this chapter.

A13.2   PANEL COMMAND SLOT

After the indexer has wanded the journal in hand into the system, there will be a certain logical progression of panels to be seen, depending upon the assigned functions usually performed. For example, Quality Control wants the journal check-in panel; the indexer wants indexing panels in the order of the text; the reviser often wants to revise only selected articles; the specialist wants to see only articles concerned with his specialty, etc.

In the indexing operation, these panels will be seen in this order:

        Panel 1   (P1)   Journal ID
        Panel 2   (P2)   Pagination Menu
        Panel 3   (P3)   Descriptive Information
        Panel 4   (P4)   Abstract
        Panel 5   (P5)   Check Tags and Citation Types
        Panel 6   (P6)   Descriptors

The normal panel flow may be altered by entering a panel number in the Panel
Command Slot at CMD: and pressing RETURN. The requested panel will appear.

You may type P or p. Note in the example below that the Abstract panel (P4)
was requested. The second shows what the command p4 produced.

```
| ---------------------------------------------------------------------- |
| CMD: p4 ------------------------DESCRIPTORS---------------------------- P6 |
| ARCH OTOL  1983 Jan;109(1):1-5                                        |
|                                                                       |
|     G ADULT(19-44)                                                    |
|     H MID AGE(45-64)                                                  |
|     V HUMAN                                                           |
|     W MALE                                                            |
|     X FEMALE                                                          |
|     1 NIH /PHS SUP                                                    |
|     NEUROMA, ACOUSTIC / *physiopathol                                 |
|     *REFLEX, ACOUSTIC                                                 |
|     REACTION TIME                                                     |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
| RETURN/process F1/hlp F2/*cmt F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
| ---------------------------------------------------------------------- |
```

```
| ---------------------------------------------------------------------- |
| CMD:        -------------------- ABSTRACT ---------------------------- P4 |
| ARCH OTOL  1983 Jan;109(1):1-5                                        |
| ---------------------------------------------------------------------- |
| >        We evaluated acoustic reflex morphologic features in four subjects |
| >        with confirmed, unilateral acoustic neuroma. All four subjects |
| >        showed marked reduction in absolute reflex amplitude-intensity |
| >        function in the ear with the eighth-nerve disorder. The early, fast- |
| >        rising component of the normal reflex was also typically absent in |
| >        the ears with tumor. Interaural latency comparisons were made in |
| >        three ways. At equal reflex sensation levels and equal reflex sound |
| >        pressure levels, latency was substantially delayed in the ear with |
| >        eighth-nerve disorder. At equivalent reflex amplitudes, however, |
| >        latency was equivalent in normal ears and ears with eighth-nerve |
| >        disorder. Results suggest that delayed onset of the acoustic reflex |
| >        in subjects with eighth-nerve disorder may reflect amplitude and |
| >        wave-form morphologic effects rather than a latency prolongation per |
| >        se.                                                          |
| >                                                                     |
| >                                                                     |
| RETURN/process F1/hlp F2/*cmt F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
| ---------------------------------------------------------------------- |
```

CHANGE OF ARTICLE FLOW

At certain times it may be necessary to modify the normal sequence of processing and to go directly to a particular article or panel. By using the Panel Command Slot it is possible to go backward or forward up to nine articles away from the one being processed. If the desired article is more than nine articles away, it can be selected from the Pagination Menu (see Figure A3.3(3)) or by specifying the desired page number (see below).

To go backward from the article you are processing, use the letter b or B followed by the number of articles you want to go back. If you want to see a specific panel in that article, type the panel number also, then press RETURN.

CMD: b4p3   CMD: B4p3   CMD: b4P3   CMD: B4p3

Note in the above examples to go backward 4 articles to see Panel 3 you may type in any combination of upper and lower case letters.

To go forward from the article you are processing, use the letter f or F followed by the number of articles you want to go forward. If you want to see a specific panel in that article, type the panel number also, then press RETURN.

CMD: f2p6   CMD: F2p6   CMD: f2P6   CMD:F2p6

Note in the above examples to go forward 2 articles to see Panel 6 you may type in any combination of upper and lower case letters.

The b or f (or B or F) and the number may precede or follow the panel with its number:

CMD: f2p6   or   CMD: p6f2

This backward or forward feature applies to ONLY Panels 3 through 6.

If you use the backward or forward command, the panel on which you were working prior to issuing the command will be saved.

An alternate method of getting to an article you want is by typing in the Panel Command Slot at the top of any panel the first page of the article you want to see, preceded by an x or X:
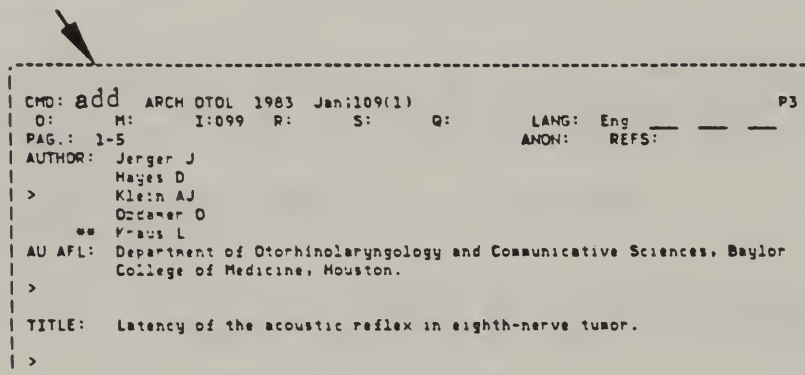
CMD: x67

This command gets you to Panel 3, the first panel of the article you want to see. If you specify a panel number, you will be taken to it directly:

CMD: x67p6 or CMD: p6x67

A13.4   ADDING AN ARTICLE

Sometimes the keyboarder or indexer will omit an article which should have been keyed and indexed. To add an article, you must go to any Descriptive Information Panel (P3). If you discover the omission while in another article, finish processing the article before you proceed to add.

To add an article, enter add   or ADD in the Panel Command Slot of Panel 3, then press RETURN.

```
 ----------------------------------------------------------------------
| CMD: add  ARCH OTOL  1983  Jan;109(1)                             P3 |
|  O:      M:      I:099  R:      S:      Q:        LANG:  Eng __ __ __ |
| PAG.:  1-5                                        ANON:   REFS:       |
| AUTHOR:  Jerger J                                                     |
|          Hayes D                                                      |
|  >       Klein AJ                                                     |
|          Ozdamer O                                                    |
|    **    Kraus L                                                      |
| AU AFL:  Department of Otorhinolaryngology and Communicative Sciences, Baylor |
|          College of Medicine, Houston.                               |
|  >                                                                    |
|                                                                       |
| TITLE:   Latency of the acoustic reflex in eighth-nerve tumor.       |
|                                                                       |
|  >                                                                    |
 ----------------------------------------------------------------------
```

A blank Descriptive Information Panel (P3) will be presented. Enter all required information on it and on successive panels except for P4, the Abstract Panel.   Since this is a straight typing operation, it has been assumed by Quality Control, so their personnel will type in any required abstract.   Alert Quality Control by placing a QC REVIEW flag in the journal, checking the ADD ABSTRACT box. It is helpful to indicate too the page on which the abstract is found.

When you have added an article, the Pagination Menu (P2) will be automatically emended to show the beginning page number of the added article placed by the computer in proper sequence.

A13.5   DELETING AN ARTICLE

To delete an article, type DEL for "delete" in the Panel Command Slot of Panel 3 of the article you want to delete.

```
 ----------------------------------------------------------------------
| CMD:del   ARCH OTOL  1983  Jan;109(1)                            P3 |
|  O:      M:      I:099  R:      S:      Q:        LANG:  Eng __ __ __ |
| PAG.:  1-5                                        ANON:   REFS:       |
| AUTHOR:  Jerger J                                                     |
|          Hayes D                                                      |
|  >       Klein AJ                                                     |
|          Ozdamer O                                                    |
|    **    Kraus L                                                      |
| AU AFL:  Department of Otorhinolaryngology and Communicative Sciences, Baylor |
|          College of Medicine, Houston.                               |
|  >                                                                    |
|                                                                       |
| TITLE:   Latency of the acoustic reflex in eighth-nerve tumor.       |
```
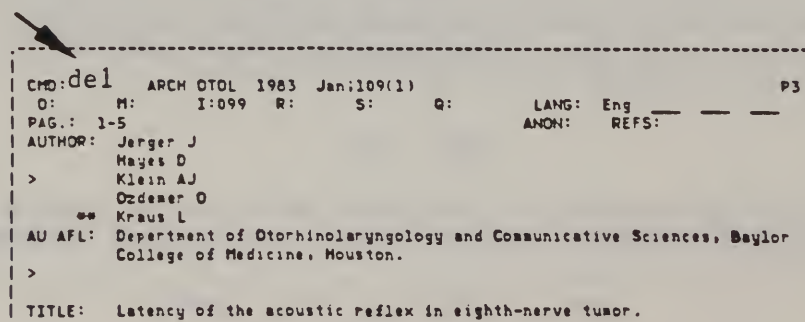
To avert hasty action or misjudgment it is necessary to confirm the deletion to the system. After you enter the command del or DEL and press the RETURN key, the message below will appear:

```
 .----------------------------------------------------------------------.
 | >                                                                    |
 | VEPN:                                                                |
 |                                                                      |
 | >                                                                    |
 | MSG:     CONFIRM DELETION BY REPEATING COMMAND                       |
 | >                                                                    |
 |                                                                      |
 | RETURN/process Fl/hlp F2/*cat F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
 .----------------------------------------------------------------------.
```

Again type DEL or del in the Panel Command Slot and press RETURN. The article will be deleted and you will be given the Descriptive Information Panel of the next article.

On the Pagination Menu (P2), all traces of the article will have been removed.

A13.6 DELETING AN ABSTRACT

It is possible to erase the contents of the Abstract Panel (P4) by typing del or DEL in the Panel Command Slot.

Unlike the deletion of an article, the deletion of an abstract need not be confirmed: the deletion will be effected as soon as you have pressed the RETURN key.

If, immediately after the content is erased, you realize you made a mistake, press function key F4/cancel and the original contents will be restored.

If, however, you realize too late that you mistakenly deleted the abstract (after you have pressed F5 or F9, both of which make the action final), you will have to make arrangements for the abstract to be retyped by Quality Control according to the directions above in Section A13.4.

A13.7 DELETING THE COMMENT PANEL

This panel, not shown in Figure A3.3, is a blank screen on which indexers write notes to revisers, revisers to indexers or either to Quality Control. It has been designated Panel 7. It is not used with any overwhelming frequency.

```
.-------------------------------------------------------------.
| CMD:       --------------------- COMMENT -------------------- P7 |
| APCH OTOL 1983  Jan;109(1):1-5                              |
| -------------------------------------------------------------- |
| >              please review the indexing of this article. |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
| >                                                          |
|                                                            |
|   RETURN/process  F1/hlp   F4/can   F5/nxt  F6/ins  F7/up  F8/dwn |
|                                                            |
'-------------------------------------------------------------'
```

The Comment Panel must be erased by the user to whom the comment or question or observation was addressed.

To delete, type del in the Panel Command Slot, then press RETURN. The contents of the panel disappear. Press the usual keys to proceed.

A13.8   FIELD COMMAND SLOT

The Field Command Slot is indicated on Panels 3, 4 and 7 by chevrons (>) at the margin for appropriate fields.

```
.-------------------------------------------------------------.
| CMD:        APCH OTOL  1983  Jan;109(1)              P3     |
|  O:      M:      I:099   P:      S:      Q:                 |
| PAG.:                                     LANG:  Eng __ __ __ |
| AUTHOR:                                   ANON:   REFS:     |
|                                                            |
| >                                                          |
|                    .----------------------------------------------.
| AU AFL:            | CMD:       --------------------- ABSTRACT ------- P4 |
|                    | APCH OTOL  1983  Jan;109(1):1-5            |
| >                  | -------------------------------------------- |
|                    | >                                          |
| TITLE:             | >            .----------------------------------------------.
|                    | >            | CMD:    --------------------- COMMENT ------- P7 |
| >                  | >            | APCH OTOL 1983  Jan;109(1):1-5            |
|                    | >            | -------------------------------------------- |
| VERN:              | >            | >                                          |
|                    | >            | >                                          |
| >                  | >            | >                                          |
|                    | >            | >                                          |
| MSG:               | >            | >                                          |
| >                  | >            | >                                          |
|                    | >            | >                                          |
| RETURN/process F   | >            | >                                          |
|                    | >            | >                                          |
'--------------------| >            | >                                          |
                     | >            | >                                          |
                     | >            | >                                          |
                     | RETURN/proces| >                                          |
                     |              | >                                          |
                     '--------------| >                                          |
                                    | >                                          |
                                    | >                                          |
                                    | >                                          |
                                    |                                            |
                                    |  RETURN/process F1/hlp  F4/can  F5/nxt  F6/ins  F7/up  F8/dwn |
                                    |                                            |
                                    '----------------------------------------------'
```

In the area to the right of the Field Command Slot you can type your command available from the array below:

```
- Scrolling Up      typed as    u
- Scrolling Down    typed as    d
- Text Split        typed as    ts
- Text Flow         typed as    tf
- Text Enter        typed as    te
- Off               typed as    off
- On                typed as    on
```

These Field Commands will be used to give you enough room in a field to change or add text with the least inconvenience.

They may be typed in lowercase or uppercase, u or U , TS or ts , etc.

See Section 14 for the details of Text Split, Text Flow and Text Enter and Section 15 for the use of OFF and ON with the Text Word Dictionary.

A13.9   SCROLLING UP and SCROLLING DOWN

The command to scroll up is u or U and the command to scroll down in d or D . An optional number following the command indicates the number of lines to be scrolled.

> u3

means that the text of the screen will scroll up three lines.

The presence of two asterisks (**) in a field indicates that more text is available beyond that shown on the screen. Use the scroll commands to see the rest of the text.

The asterisks are most likely to occur on

```
- P3  Descriptive Information Panel
- P4  Abstract Panel
- P6  Descriptors Panel
```

Section 12 discussing FUNCTION KEYS covers F7/up and F8/down, keys which permit the moving of the text on a screen up or down.

The scrolling up and scrolling down operations and the F7/up and F8/down functions can be used interchangeably except on Panel 6 where only the Function keys may be used.

A14

TEXT HANDLING

A14.1   Text Handling is a way of moving data around on a panel. The Text Handling commands are designed to be used when entering or modifying textual data. The different commands are especially useful when used together.

Here are the three text-handling capabilities:

Text Split (ts) - splits a line of text at the cursor to allow in-
                    sertion
Text Flow   (tf) - reformats text in a field
Text Enter (te) - formats the screen for continuous typing

The directions to the computer are given as ts or TS , tf or TF ,
te or TE . The command is typed in the left gutter of available panels after the visible chevron (>). The gutters are illustrated in section A13.8.

A14.2   TEXT SPLIT

Text Split (ts) is used to split the text in two where the cursor is blinking to allow a word, phrase or sentence to be inserted.

In the field at the line where you want to make a change, follow this procedure:

- after the > , type ts

- move the cursor to the place where you want to split the text

- press RETURN

- type the change

- press RETURN

The text will return to the usual cursive style. See the next page for the before-and-after panels.

You may use a number after ts to indicate the number of lines you want the field to open for the insertion of longer text. For example, ts2 or TS2 will open the screen for the insertion of two lines.

panel to be
changed

```
>
>
>
>    This is the line to be split_
>
>
>
>
>
>
```

ts typed and
cursor in
desired pos-
ition

press RETURN

```
>
>    This is the_line to be split
>
>
> ts
>
>
>
>
>
```

the line is
split

```
>
>
>    This is the _
>    line to be split
>
>
>
>
>
```

the word is
inserted

press RETURN

```
>
>
>    This is the illustrative _
>    line to be split
>
>
>
>
>
>
```

the text closes

```
>
>
>    This is the illustrative line to be split
>
>
>
>
>
>
>
>
>
>
>
>
```

A14   TEXT FLOW

          This Field Command can be used both to correct broken text from error or
     inadvertence and to split text more radically than Text Split.

A14.3.1   To reflow text fragmented over several lines,

                    - type tf or TF on any line after a $\rangle$

                    - press RETURN

                    - the text flows into standard cursive text

```
    >
    >
    >       This text
    >       which is on several lines
    >       will be reflowed so it will
    >       form a standard sentence.
    >
    >
    >
    >
    >
    >
```

```
    >
    >
    >       This text
    >       which is on several lines
    >  tf   will be reflowed so it will
    >       form a standard sentence.
    >
    >
    >
    >
    >
```

              type tf

              then press
              RETURN

```
    >
    >
    >       This text which is on several lines
    >       will be reflowed so it will form a
    >       standard sentence.
    >
    >
    >
    >
    >
    >
    >
    >
    >
```

A14.3.2   To split text for maximum space, usually to add a lot of text, tf or TF
is used with a number.

   Text on a panel usually extends from about the 10th of about 80 invisible
columns to the 68th. You may type a number after tf and the screen will of-
fer a blank space starting at that numbered column on each line.

   Having this much space to type in is useful in reformatting data so that
changes are easier to insert.

   You may type the tf command with a number anywhere in the margin after
the 〉 sign.

```
.-------------------------------------------------------------------.
|                                                                   |
|                                                                   |
|   >                                                               |
|   >      This sentence which extends to column 74, let us say,    |
|   >      will be flowed to column 40 if requested so that more    |
|   >      text can be inserted more easily.                        |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|                                                                   |
|                                                                   |
'-------------------------------------------------------------------'
```

text to be
changed

```
.-------------------------------------------------------------------.
|                                                                   |
|                                                                   |
|   >                                                               |
|   >      This sentence which extends to column 74, let us say,    |
|   >      will be flowed to column 40 if requested so that more    |
|   >      text can be inserted more easily.                        |
|   >                                                               |
|   > tf40                                                          |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|   >                                                               |
|                                                                   |
|                                                                   |
|                                                                   |
'-------------------------------------------------------------------'
```

type tf40,
press RETURN

```
resultant         | >
text              | >      This sentence which extends to
                  | >      column 74, let us say, will be
                  | >      flowed to column 40 if requested
press             | >      so that more text can be inserted
RETURN            | >      more easily.
                  | >
                  | >
                  | >
                  | >
                  | >
insert            | >
changes           | >
                  | >

press             |
RETURN            |
```

```
text re-          | >
flowed            | >
after ex-         | >      This sentence which extends to column 74, let us say,
tensive           | >      will be flowed to column 40 if requested so that more
changes           | >      text can be inserted more easily.
would have        | >
been made         | >
                  |
                  | >
                  | >
                  |
                  | >
                  | >
                  | >
                  | >
                  | >
```

NOTE: Pressing RETURN will re-flow the text when you are working in the Title
Field of Panel 3 or on the Abstract Panel (P4). Since the system is validating
the English words against the Text Word Dictionary, pressing RETURN is the usu-
al way of processing changes and re-formatting text.

    If, however, you are using Text Flow in the Field Command of the Vernacular
Field, pressing RETURN will do no good. You must instead type tf in the Field
Command slot when you are ready to process the changes and re-format the text.

A14.4   TEXT ENTER

    Text Enter (TE or te) is used most often when an entire abstract is
to be typed. TE is useful when you do not want to be concerned with running
over margins and lining up text. Text Enter allows the display to be format-
ted any way the typist or indexer types it, without regard to alignment, mar-
gins, hyphenation, etc.   .

                    - on Panel 4 (Abstract Panel) type te or TE after the ⟩

                    - press RETURN

                    - type your text

                    - press RETURN

                    - the text flows into standard cursive form with proper
                      margins and spacing


```
                    +------------------------------------------------+
                    | >                                              |
                    | >                                              |
te typed            | > te                                           |
on a blank          | >                                              |
panel               | ⟍                                              |
                    | >                              ,               |
                    | >                                              |
                    | >                                              |
                    | >                                              |
                    | >                                              |
press RETURN        | >                                              |
                    | >                                              |
                    | >                                              |
                    | >                                              |
                    | >                                              |
                    | >                                              |
                    |                                                |
                    +------------------------------------------------+
```

```
                    +------------------------------------------------+
                    |                                                |
                    |                                                |
                    |         The text enter command formats the di  |
                    |         splay so that entry of text can be ma   |
chevrons dis-       |         de without regard to end-of-line cons  |
appear and          |         iderations                             |
text typed          |                                                |
at will             |                                                |
                    |                                                |
                    |                                                |
press RETURN        |                                                |
                    |                                                |
                    |                                                |
                    |                                                |
                    +------------------------------------------------+
```

```
,---------------------------------------------------------------.
| |
| >                                                             |
| >                                                             |
| >                                                             |
chevrons      | >        The text enter command formats the     |
reappear      | >        display so that entry  of text can      |
and text      | >        be made without regard to end-of-      |
is neatly     | >        line considerations                    |
formatted     | >                                               |
              | >                                               |
              | >                                               |
              | >                                               |
              | >                                               |
              | >                                               |
              | >                                               |
              | >                                               |
              | >                                               |
| |
`---------------------------------------------------------------'
```

A14.4.1   If you fill the entire panel and need another screen to complete the text,
follow this simple operation:

- in the Field Command Slot type u or U (see Section 13.9)
  or
- press Function Key F7/up (see Section 12.8)

- type the rest of the required text

- press RETURN

- the text will flow into standard cursive form

A15

TEXT WORD DICTIONARY

A15.1   The words in the title and abstract of an article are compared with the words in the Text Word Dictionary. This is called "text word dictionary validation."

A word is not found at the time of validation either because it is misspelled or because it has not yet been added to the dictionary.

When a word is not found in the dictionary it will be set apart from the rest of the text by +++ before and after the word:

+++aminals+++

a misspelling of "animals"

A15.2   If the word is misspelled, it can be changed by typing over it or by using the INSRT key, the DEL CHAR key or the SPACE BAR as needed. After making the correction, press the RETURN key to verify your re-spelling and typing. If you have typed it correctly the +++   +++ will disappear.

A15.3   If the word surrounded by +++ is spelled correctly - and we shall therefore assume it has merely not yet been added to the dictionary - type OFF or off in the gutter serving the field or opposite the line wherein the highlighted word appears.

A15.4   Note, however, that when any change is made in the text of the title or the abstract, the validation will automatically be "on" again. Again any possibly misspelled word will be set apart until the off command is typed again.

A15.5   If the display has no set-apart text words and if you suspect a possible misspelling, type on or ON in any Field Command slot and the system will validate all the words in the field against the dictionary.

A15.6   On the Abstract Panel (P4) you can type the ON or OFF command in either the Panel Command Slot or the Field Command Slot.

A16

SYSTEM FAILURES

A16.1   Occasionally something goes wrong and the system fails. All computer users must become accustomed to occasional "crashes". There are two primary causes of system crashes: problems in the main computer system and problems with terminal controllers.

A16.2   A variety of messages to the user appears when the various subsystems fail individually. In other words, the message you get is related to where you are in the system. See Figure A2.1.

A16.3   SELECTED SYSTEM NOT AVAILABLE

This message appears when the user has typed 3 on the first panel greeting the user. It is shown also in context in Sections A6.1 and A8.1.

```
   •               NATIONAL LIBRARY OF MEDICINE, ACF/TCAM
   PLEASE ENTER 1 USERID, 2, 3 OR 4
              1  TSO      2  MEDLINE      3  CICS      4  TEST CICS
   ===>
```

The message means that neither CICS nor AIMS is available. You will have to wait until notified that they are available.

A16.4   INQUIRE NOT AVAILABLE

This message appears after the user types AIMS during the logon procedure and after he has wanded in or typed in the MRI to call up the Journal ID Panel.

The message means that the part of INQUIRE (see Section A2.10) controlling the indexing files is not available. You will have to wait until notified that it is available.

A16.5   INQUIRE DATABASE ERROR

```
                    INQUIRE DATABASE ERROR
                         DBNAME=
                         CALLNAME=
                         ICBCODE=
                         PCBCODE=
                         PROGRAM=
```

This message appears when the user is in AIMS when a problem develops in one of the indexing files. Data following = give information on the file involved. Do not continue using the system until the problem is solved.

A16.6   !!!NO FURTHER INPUT UNTIL NOTIFIED!!!

This message is on the TELEX screen prior to the initial logon of the day. Later, after the user has logged on and has proceeded with his work, the appearance of this message is a signal that there is a system problem.

The problem may exist with the NLM computer or with the indexing programs or with a piece of the indexing system equipment.

Wait until notified that the problem has been solved.

The above message appear to the user only on TELEX terminals. For those on the CONCEPT the inability to input data will be signaled only by the cursor flashing on and off at the bottom right hand corner of the screen, unable to be moved.

A16.7   TEMPORARY FAILURE...

For those using the CONCEPT terminal, this message indicates a Series/1 failure; it will not necessarily disrupt your terminal session. After a Series/1 failure, each terminal connected gets a blank panel and the message below appears:

```
 .---------------------------------------------------------------------.
 |                                                                     |
 |                                                                     |
 |                                                                     |
 |   TEMPORARY FAILURE...PLEASE DO NOT BREAK YOUR CONNECTION           |
 |                                                                     |
 |   ENTER TERMINAL TYPE, THEN RESUME YOUR SESSION                     |
 |                                                                     |
 |   ENTER TERMINAL TYPE:  _                                           |
 |                                                                     |
 |                                                                     |
 '---------------------------------------------------------------------'
```

Type CONCEPT or concept and press RETURN. The panel present before the crash will reappear.

A16.8   After a system failure, indexing and revising activities online will cease until the staff is notified that the system is working again. It will then be necessary to login as if starting for the first time.

A16.9   When the "mother" computer or mainframe crashes, no message will appear and it will not be possible to continue. Get in touch with the Online Indexing Service Desk to determine how long the system will be down.

A16   In all cases of system failure (except as in A16.7 above) the user should get in touch with the Online Indexing Service Desk to report the problem or to make inquiries. See Preface.

The staff of the Online Indexing Service Desk is responsible for checking with the NLM Computer Room staff to ascertain the cause of the problem and how long the system is likely to be unavailable.

A16.11   KEYBOARD LOCKUP (CONCEPT)

User or transmission errors are signaled by the sound of a beep at the terminal. For system errors usually occurring during LOGON, see above at Sections A16.3 through A16.5. For most errors the user can simply correct the source of the error and the beep will stop.

There may be times when your terminal will not accept input; when you press the keys, you hear a beep.

To unlock the terminal, press CONTROL-G. This procedure will usually free the terminal and allow further typing.

If the terminal remains locked and you cannot type, hold down the CTRL and SHIFT keys while pressing the UNLOCK KEYBOARD (UK) key. If this does not unlock the keyboard, report the problem to the Online Indexing Service Desk.

A16.11.1   The following actions are possible causes of error eliciting the beep:

- tryping to type in a protected field

A protected field is an area of the screen or panel which has been set aside for preprogrammed displays. You cannot type in it.

- trying to insert data in a field with no room at the end

Trying to type in a field where there is insufficient blank space at the end of a line can occur during the correction of an abstract. If a phrase is omitted from the abstract and you want to insert it using the INSRT key, you may require more room than exists on that line. When you reach the limit a beep will sound and you will not be able to insert any more characters. See Section A14.3 for a solution.

- striking an illegal or an inert key

An example of an illegal key is a Function Key on the keyboard to which no function has yet been assigned.

- hitting the UK key (Unlock Keyboard) when the keyboard is not locked

- hitting the ER key (Error Reset) when there is no error to reset

PART B

SUBJECT ANALYSIS

B1

SUBJECT ANALYSIS

B1.1   Part B of this AUTOMATED INDEXING AND MANAGEMENT SYSTEM MANUAL is devoted to
the online indexing and revising operations.

B1.2   An indexer is a subject specialist who reads articles from journals indexed
in INDEX MEDICUS and applying complex rules of indexing at the National Library
of Medicine, assigns to the article subject headings chosen from a controlled
vocabulary called MEDICAL SUBJECT HEADINGS to describe the content of the arti-
cle.

A reviser is a senior employee who reviews the work of indexers assigned to
him to inspect the input typist's and indexer's work for its accuracy to the
text, its accuracy in the application of indexing rules and the accuracy of the
subject headings chosen.

A specialist is a type of reviser who passes on the subject accuracy of se-
lected fields. At present there are four specialists checking on historical
articles, chemical articles, dental administration and technology articles,
and hospital and health delivery articles.

All trainees and journeyman indexers at various levels of competence are re-
vised. Those indexers who have shown above-average competence are not revised.

B1.3   This part of the manual will take the indexer and reviser from the logging in
through the examination and processing of panels input by the input typists to
finally the creation or revision of the subject data which only indexers and re-
visers can produce from their indexing and subject expertise.

B1.4   This section devoted to online indexing and revising will be restricted to
discussions of only those panels displayed to indexers and revisers. It will
not repeat any of the mechanical directions or explanation of text manipulation
described in Part A. Only those elements of the AIMS operation which relate
directly to the panel being discussed will be dwelt on.

B1.5   Every panel displays at the bottom of the screen the Function Keys referent
to that panel. Because the movement from panel to panel depends upon these keys
an entire section of this manual is devoted to the Function Keys, Section A12.

A single reading of this section will clarify the use of each Function Key.
This is easily memorizable. In point of fact, however, you need not rely on
memory: they are defined by a single-word self-explanatory legend after the key
number: F4/can is obviously "cancel". Function Keys will not be elaborated on
in the chapters to follow.

B2

AIMS SUBJECT ANALYSIS MENU

B2.1   Upon completing the LOGON procedure, revisers receive this panel:

```
.----------------------------------------------------------.
|                                                          |
| ------------AIMS SUBJECT ANALYSIS MENU----CON300M        |
|                                                          |
|                 1 - INDEX                                |
|                                                          |
|                 2 - REVISE                               |
|                                                          |
|                 3 - SCAN                                 |
|                                                          |
|                 4 - SPECIALIST                           |
|                                                          |
|                                                          |
|                                                          |
|   SELECT FUNCTION _                                      |
|                                                          |
|  RETURN /process     F1/hlp      F3/exit                 |
.----------------------------------------------------------.
```

B2.2   Indexers do not see this panel since, when they log in, they are taken dir-
ectly to the panel at which all indexing and revising begins. This is reason-
able since indexers have no choice of activity as shown above on the analysis
menu: indexers index! For the panel first seen by indexers and revisers after
they have made a choice on the above panel, see Section B3.

B2.3   The work of an indexer, reviser and specialist has been described in Section
B1.2. The function SCAN refers to an activity wherein the reviser does not look
at every article. Instead he chooses among the articles indexed for a number
of reasons: he may want to check on certain elements of indexing he knows an in-
dexer to be weak in, to answer specific questions of indexers, to look into the
Errors, Comments and Warnings shown on the various panels (see Section B4.6).

B2.4   On this panel the reviser will type the number of the activity he wants to
perform where the cursor is blinking after the word FUNCTION. Press RETURN
to get to the next panel.

B2.5   If you type in anything other than one of the listed numbers or if you press
RETURN without entering a number, this message will appear at the bottom of the
screen:

                              ENTER DESIRED FUNCTION

Enter the number and press RETURN.

B2.6   If for some reason you want to leave the system - even at this early stage -
press Function Key F3/exit· This message will appear:

                              AIMS LOGOFF COMPLETE

Following the usual LOGOFF procedure, the same for the CONCEPT and the TELEX
terminals, type CSSF in capital letters, then press RETURN. The bottom of
the screen will tell you that the SIGN-OFF IS COMPLETE .

B3

JOURNAL IDENTIFICATION PANEL   (P1)

B3.1   This is the first working panel indexers, revisers and specialists see after logging in. The indexing and revising process begins here.

B3.2   The JOURNAL ID Panel contains descriptive information for the journal in hand as well as housekeeping items.

The title, volume, issue and date are used in creating the citation of the article for INDEX MEDICUS and MEDLINE.

The priority designation and indexing instruction (INOTE) orient the indexer and reviser to the handling of that particular title.

The number of articles shown is used in behind-the-scenes housekeeping.

```
.------------------------------------------------------------------------.
|                                                                        |
| CMD:             --------------------- JOURNAL ID --------------------------- P1 |
| MFI:                                                                   |
| ------------------------------------------------------------------------|
| JT:                                                                    |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
| VOLUME:                        ISSUE:                                  |
|                                                                        |
| PUB DATE:                                                              |
|                                                                        |
| SPEC LIST IND:         PRIORITY:         ARTS:                         |
|                                                                        |
| INOTE:                                                                 |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
|     RETURN/process F1/hlp        F3/ext F4/can F5/nxt      F10/listing  |
|                                                                        |
'------------------------------------------------------------------------'
```

B3.3   Following the procedure on the use of the Machine-Readable Identifier (MRI)
in Section A10, the indexer or reviser wands in or types in the bar code. The
required data appear on the screen as shown below:

```
.----------------------------------------------------------------------------.
|                                                                            |
| CMD:         -------------------- JOURNAL ID ---------------------- P1 |
| MRI:  NLM000500023                                                         |
| --------------------------------------------------------------------- |
| JT:  ARCHIVES OF OTOLARYNGOLOGY                                            |
|                                                                            |
|                                                                            |
|                                                                            |
| VOLUME:  109                            ISSUE:  1                          |
|                                                                            |
| PUB DATE:  1983 Jan                                                        |
|                                                                            |
| SPEC LIST IND:           PRIORITY:  1     ARTS:    4                       |
|                                                                            |
| INOTE:                                                                     |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|                                                                            |
|    RETURN/process F1/hlp          F3/ext F4/can F5/nxt       F10/listing   |
|                                                                            |
.----------------------------------------------------------------------------.
```

B3.4   All journal information displayed on Panel 1 must correspond to that on the
Serial Throughput Card and both with the final authority, the piece in hand.

B3.5   The Serial Throughput Card is supplied by the Serial Records Section when
they check in a journal. The Throughput "card" is a small printout of the
salient information required to identify a given issue. From it the Journal
Identification Panel is created simultaneously. See Figure B3.5.

          The Serial Throughput Card is stapled to the inside of the front cover of
the issue and accompanies it until after the journal is released by Quality
Control Section. It is then discarded.

B3.6   The Serial Throughput Card and Panel 1 must correspond, as stated above.
The indexer must carefully check the title, volume, issue number and date of
both against the issue being indexed. There are seldom any discrepancies.

          If there are no discrepancies, press Function Key F5/next to go to the next
panel.

B3.7   If there are discrepancies between the descriptive data on the screen and on
the journal, DO NOT INDEX the journal. Instead,

SERIAL THROUGHPUT CARD

(2) ORIGINATOR 099 INDEXER   REVISER

(4) JTC 860 (3) ARTS 004 PRIORITY 1
TA ARCH OTOLARYNGOL

(5) PUBDATE: 1983 JAN
(6) VOL   : 109
(7) ISSUE   : 1
    MRI   : NLM000500023
(29) RECEIVED BY FOREIGN CENTER: NA
(29) MAILED TO NLM   : NA
(29) RECEIVED BY NLM   : 830130

(29) RECEIVED BY INDEX SECTION : _____
INDEXING INST RESIDENT'S PAGE: PATHOLOGIC QUIZ CASES.
OK TO INDEX BUT ADD PATHOL DIAG FROM FOLLOWING PAGE TO
THE TITLE.

POTENTIAL IND:
AV NUM ART/ISSUE: 18

Figure B3.5

        - attach a JOURNAL ID flag to the journal (see below at B3.8 and B3.9) and write on it a short comment telling what the problem is; for example,

<p style="text-align:center">The pub date is wrong!</p>

        - press Function Key F4/cancel to clear Panel 1 so that a blank panel will appear on which to wand in another bar code.

B3.8   Special indicators called "flags" are used to alert revisers, specialists and Quality Control personnel. Each flag is labeled specifically for the attention of the worker for whom it is intended.

B3.9   The JOURNAL ID flag is so called from the name of Panel 1. Any journal carrying a JOURNAL ID flag will be sent to Quality Control for resolution of the problem.

B3.10   The INOTE, an Indexing Instruction Note, contains special indexing instructions for the journal. The information in this field is to help with the handling of problematic titles, authors' names, items for selection, etc., commonly found in that journal.

     These notes are entered by the Serial Records staff who are responsible for the entry of the citation data seen on Panel 1. They do not, however, create these INOTE instructions: this is the province of Index Section.

     If you think a note should be created to caution input editors and indexers about any journal, notify the Senior Technical Adviser who will create the note. Serial Records Section is then asked to type the requested note through the On-line Indexing Coordinator, the Index Section liaison with Serial Records Section.

B3.11   FUNCTION KEYS

     All the Function Keys listed at the bottom retain their usual function but the use of one, F10/listing, can be amplified here.

     F10/listing enables one to get an offline printout of the indexing of individual articles or of all articles in a journal. It is used most often by revisers who want to show their indexers errors they committed or to show them the reviser's revision. The offline printouts are thus used as an excellent training device.

     It is possible to get an offline print of the indexing of any single article by pressing F10/listing on any panel (whether indicated at the bottom of the screen or not). But it is easy to get the offline print of the indexing of ALL articles in the journal by pressing F10 on the JOURNAL ID panel.

     Pressing F10 does not interfere with the sequence of panels or operations.

B3 ERROR MESSAGES

MRI (   ) NOT FOUND-ART

The parentheses will contain the MRI entered. This MRI has not been found in the file which contains all the MRI's entered by the Serial Records Section during the journal checkin procedure.

If you wanded in the MRI, check to see that it was read correctly. Occasionally the complete number is not picked up in the wanding process. Either re-wand or type in the number.

If you typed the MRI, check to see that you typed it correctly. If you made an error, retype the number and press RETURN.

If the MRI appears to be correct and you still receive this message, attach a JOURNAL ID flag to the cover of the journal and return it to Quality Control for resolution.

PLEASE ENTER MRI

This message appears when you press RETURN without entering the MRI. Type in or wand it in and press RETURN.

REQUEST DENIED. INDEXING HAS NOT BEEN COMPLETED

This will be seen by revisers. Since the computer is keeping an internal record of input and indexing, it knows that the indexing is incomplete. The reviser will return the journal to the indexer for completion.

REQUEST DENIED. REVISING HAS NOT BEEN COMPLETED

This will be seen by specialists or Quality Control personnel trying to work with a journal indexed by an indexer who must be revised. Evidently for some reason the journal to be revised bypassed the reviser.

When this message appears, the journal will be returned to the reviser.

B3.13 After carefully inspecting the JOURNAL ID panel and responding correctly to any error messages, press Function Key F5/next to move to the next panel.

B4

PAGINATION MENU   (P2)

B4.1   The PAGINATION MENU lists the first page of all articles in the journal se-
lected for indexing by the input editor or the indexer or reviser or specialist.

B4.2   The PAGINATION MENU appears after the user presses Function Key F5/next on
the JOURNAL ID Panel.

```
.-----------------------------------------------------------------------------.
|                                                                             |
| CMD:          --------------PAGINATION MENU----------------------------  P2 |
|  APCH OTOL  1983 Jan:109(1)                                                 |
| -----------------------------------------------------------page 1 of 1      |
|                                                                             |
|   _     1           _    6         ._    13  W       _    19 E              |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|  _  Entire journal       _ All Es         _ All Ws     _ All Cs            |
| RETUPN/process F1/hlp        F3/ext F4/can F5/nxt                           |
|                                                                             |
'-----------------------------------------------------------------------------'
```

B4.3   This panel is not presented to the indexer since he must index all articles
input by the input typist.

It is not presented to the reviser since he must revise all articles indexed
by his indexer.

If a reviser chooses SCAN on the AIMS SUBJECT ANALYSIS MENU, he is given Panel
2 from which he will select the articles he wants to see.

If a specialist selects his function on the AIMS SUBJECT ANALYSIS MENU, he also sees Panel 2 from which he will select his desired articles.

If indexers or revisers for whatever reason want to observe Panel 2, they may type in the Panel Command Slot P2 or p2 on Panels 3-6. For a discussion of the Panel Command Slot see Section A13.3.

B4.4   When a reviser or specialist wants to see specific articles, he positions the cursor on the little line in front of the page number he wants. There he types an X or x . He gets to the number he wants by using the TAB key or the BACK TAB.

B4.5   If, as in the case of the specialist who wants to see the description panel of every article in a foreign journal to revise the indexer's translations of all foreign titles, all articles are to be inspected, type an X or x where the cursor is flashing at the bottom of the screen at ENTIRE JOURNAL .

B4.6   ERRORS, WARNINGS, COMMENTS

The attention of anyone seeing the PAGINATION MENU is caught by the presence of the letters E, W and C to the right of various page numbers.

B4.6.1   ERRORS

The online indexing system has been programmed to catch any error that violates an intellectual indexing rule prescribed by the MEDLARS INDEXING MANUAL. It will also recognize and name as an error any infraction of a mechanical principle. An example of each is given:

+++ERROR+++ CIT TYPE x OR y REQUIRED SINCE SUBJ NAME IS PRESENT

+++ERROR+++ AU AFFIL IS LESS THAN THE REQUIRED MINIMUM LENGTH ALLOWED (3 CHAR)

All ERRORs must be corrected since you will be unable to leave the article without doing so. A journal cannot be released until all errors have been corrected. It is the responsibility of the indexer to correct his errors.

B4.6.2   WARNINGS

A WARNING is a possible error, intellectual or mechanical, suggesting that the indexer check the text or the indexing rules.

++WARNING++ CONSIDER MAKING THIS TERM NIM

If what appears or how it appears is correct by indexing rules, the WARNING can be ignored.

The commonest WARNING appears on possibly misspelled words. This is discussed in Section A15, TEXT WORD DICTIONARY.

++WARNING++ CHECK INDICATED TITLE WORDS FOR POSSIBLE MISSPELLINGS (   )

++WARNING++ CHECK INDICATED WORDS FOR POSSIBLE MISSPELLING (   )

The number of misspelled words is shown in parentheses. The first example appears on Panel 3 where the English title or translated title is typed; the second appears on Panel 4, the panel on which the abstract is typed.

If the word is indeed spelled wrong, correct it as directed in Section A15.2. If the word is spelled correctly, remove the WARNING by typing OFF or off as shown in Section A15.3.

B4.6.3   COMMENTS

The panel on which indexers write notes and comments to their revisers is called the COMMENT Panel, P7. Since there are better ways of communicating with revisers, indexers do not use Panel 7 very often. See Section B9 for a full discussion of the COMMENT Panel.

If an indexer has used the COMMENT Panel for an article the letter C will be present on the PAGINATION screen after the page for the article on which the indexer commented.

The reviser goes to that panel, reads the comment, acts on it and then deletes it by typing DEL or del in the Panel Command Slot. See Section A13.7.

B4.7   FUNCTION KEYS

The usual Function Keys appear at the bottom on the screen and operate the way they do with two exceptions.

Ordinarily F7/up allows you to scroll the screen up to see hidden data. To return to the original position, you press F8/down. On the Pagination Panel the reverse is true: you must press F8/down to see additional Pagination Panels and F7/up to return to the first.

B4.8   When you have finished with the PAGINATION MENU and want to get on to the next logical screen, the first of those you want to see, press Function Key F5/next and the DESCRIPTIVE INFORMATION PANEL, P3, will appear.
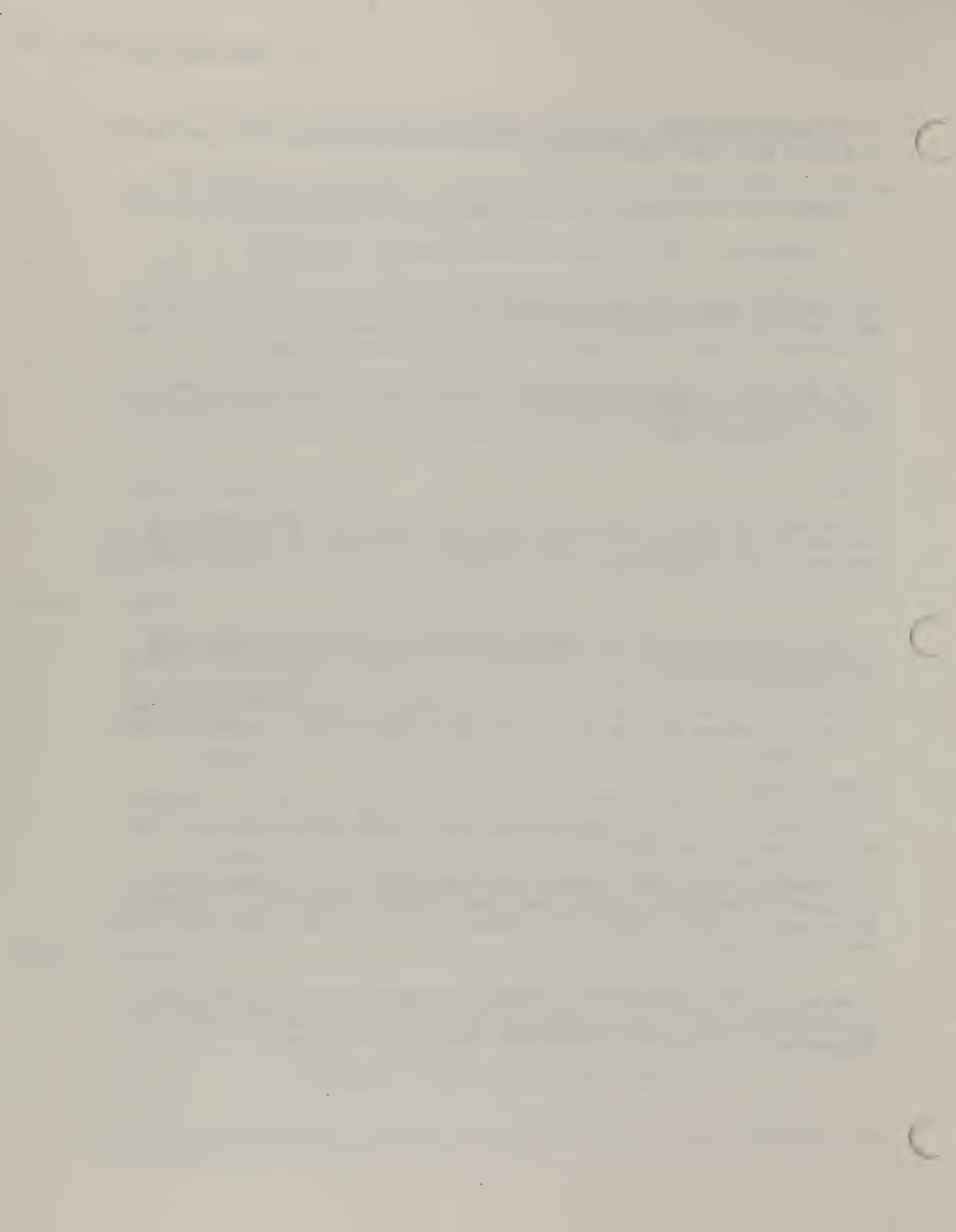
B5

DESCRIPTIVE INFORMATION PANEL   (P3)

B5.1   The Descriptive Information Panel contains this descriptive information
for an article: the language of the article, the pagination (first page
through last page), the author's (or authors') name, his professional af-
filiation, the title of the article, its translation if the title is in a
foreign language, the volume, issue and date of the journal in which the
article is published.

```
.----------------------------------------------------------------------.
|                                                                      |
| CMD:        ARCH OTOL  1983  Jan;109(1)                         P3   |
|  O:       M:       I:099  R:       S:       Q:       LANG:  Eng __ __ __ |
| PAG.:  1-5                                         ANON:    REFS:    |
| AUTHOR:  Jerger J                                                    |
|          Hayes D                                                     |
| >        Klein AJ                                                    |
|          Ozdamar O                                                   |
|   **     Kraus L                                                     |
| AU AFL:  Department of Otorhinolaryngology and Communicative Sciences, Baylor |
|          College of Medicine, Houston.                              |
| >                                                                    |
|                                                                      |
| TITLE:   Latency of the acoustic reflex in eighth-nerve tumor.      |
|                                                                      |
| >                                                                    |
|                                                                      |
| VERN:                                                                |
|                                                                      |
| >                                                                    |
|                                                                      |
| MSG:                                                                 |
| >                                                                    |
|                                                                      |
| RETURN/process F1/hlp F2/*cmt F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
|                                                                      |
.----------------------------------------------------------------------.
```

B5.2   On the second line of the panel is a string of letters filled in by the sys-
tem with three-digit codes. These codes identify each person who has handled
the journal. Since the codes are supplied automatically after the journal is
processed, indexers and revisers, as well as other personnel, need not enter any-
thing after the initials.

          The letters represent the personnel listed:

O: Originator   - the agent purchasing the journal for the Library
M: Monitor   - the Quality Control person monitoring the quality of
                      input by the Keyboarding Contractor
I: Indexer
R: Reviser
S: Specialist
Q: Quality Control- the Quality Control person who corrects errors or re-
                      leases the journal

B5.3   The data on Panel 3 have been supplied by the offsite editors and input
typists.

It is the first panel indexers and revisers see after leaving the Journal
Identification Panel (P1).

Indexers must proofread the various fields on this panel very carefully to
verify that the information is correct since the elements on this panel (ex-
cept for the author affiliation) go to make up the INDEX MEDICUS citation.

B5.4   Check the following fields carefully to see that the information has been
keyed correctly by the input typist:

B5.4.1   LANG (Language of the article)

Is the language correct for the article in hand? Messages from the computer
will appear at the bottom of the screen if something is amiss (Section B5.8.1)
but the computer will never catch this kind of mistake: POL (meaning Polish)
for a PORtuguese article.

B5.4.2   PAG (Pagination)

Is the paging correct and is it in the proper form? That is, the computer
will not catch an error in citing the pagination like 113-116 when the correct
form for INDEX MEDICUS is 113-6 .

B5.4.3   ANON (Anonymous)

This field is always blank when authors are present. If there are no authors
for an article, an A appears in this field.

B5.4.4   REFS (References)

If the indexer decides that the article is a review article by the rules of
selection in the MEDLARS INDEXING MANUAL, he types the number of references in
the bibliography of the article in this field.

When the indexer enters a number in this field, the subject heading REVIEW appears among the subject headings on the Descriptors Panel, Panel 6 (Section B8). If he changes his mind, deciding that the article is NOT a review article, he will delete REVIEW from Panel 6 but must remember to come back to Panel 3 here to delete the number in the REFS field.

B5.4.5   AUTHOR

Are all the authors there? Are they in the correct order? Are their names spelled correctly? Is the form of a foreign name correct? Are all required accents and diacritics present?

Two asterisks (**) preceding the fifth name in a list mean that there are additional author names. Use the TAB key to position the cursor in the Field Command Slot at the chevron (>) in this field. Press Function Key F7/up to scroll up two names at a time.

If there are more than ten authors, the words et al will appear under the tenth name.

Pressing Function Key F8/down will scroll you back two names at a time until you see the original author names again.

B5.   TITLE

Was the English or translated title entered correctly in accordance with indexing policy? Was the subtitle picked up correctly? Are all words requiring capitalization capitalized correctly? Is the punctuation correct? Is the spacing correct? Are the words spelled correctly (if not, take care of the WARNING message referred to in Section B4.6.2)? Is there a rubric there if one should be there? Is it the correct rubric? Should it be deleted if there incorrectly?

B5.4.7   VERN   (Vernacular Title)

Was the vernacular (i.e., foreign) title entered correctly in accordance with indexing policy? Was a subtitle present and picked up correctly, with proper capitalization and diacritics? The accents and diacritics are very important to our foreign readers to whom these are part of the correct spelling of a word.

B5.5   The keyboarding contract imposes limitations of the number of errors allowed in each field of an input citation. The Quality Control staff is responsible for monitoring the keyboarders' work and for documenting the number of errors to check against the set standards. See Section C13, Monitoring, for a write-up of this procedure.

When you discover an error made by the keyboarders in the language, pagination, author, author affiliation, title or vernacular, do the following:

- press Function Key F10/listing to get a printout of the article in which you discover the error. At the bottom of the screen this message will appear:

REQUESTED ARTICLE HAS BEEN PRINTED

- when the printout arrives from the printer, attach it to a QC REVIEW flag and on the flag describe the error briefly, as

author Smith should be Smythe

- add your name or initials and page number of the article in case the flag falls out of the journal. Place the flag and printout in the article.

- use the TAB key to move the cursor to the field containing the mistake and correct the error. It is important to wait at least twenty seconds after you press F10 before making corrections to be sure the article has been printed with the error as your evidence.

- after making the corrections, press RETURN to process your change and to let you inspect it for its own correctness

- press F5/next to save your changes and to move to the next panel

Do not bother to get a printout when you find errors in the Vernacular Title unless you find at least three errors there. Just correct the errors. This is true also of the Author Affiliation field.

B5.6   ADDING AN ARTICLE

See also Section A13.4.

Sometimes it will be necessary to add an article that was not input by the keyboarder. Follow these steps to add an article:

- go to any Panel 3

- type ADD or add in the Panel Command Slot in the upper left-hand corner of the panel at CMD

- press RETURN and a blank Descriptive Information Panel will appear with a series of ERROR messages for those fields requiring data entry. See Section B5.8 for these messages.

- enter the required descriptive information and press RETURN. The ERROR messages will disappear.

- attach a QC REVIEW flag to the article and note on it briefly something like "not taken by input"

- press Function Key F5/next to save what you entered and to go to the next panel, ABSTRACT, Panel 4

- uo not type in the abstract if present; instead, on the same QC REVIEW
flag check the ABSTRACT box. The abstract will be typed by Quality
Control.

- press F5/next to save the entry and to get to Panel 5, the Check Tag
Panel; process it

- press F5/next to get the Descriptors Panel and finish indexing the arti-
cle

- pressing F5/next gets you to the next article input, ready to be indexed

When you add an article, the Pagination Menu automatically adjusts itself to
display the number of the first page of the article you just indexed, positioned
in sequence on the panel.

B5.7   DELETING AN ARTICLE

See also Section A13.5.

Sometimes it will be necessary to delete an article that should not have been
selected by the editors and keyboarders. Follow these steps to delete an article:

- on Panel 3 of the article you want to delete, type DEL or del in the
Panel Command Slot in the upper left-hand corner of the panel at CMD

- press RETURN

- this message will appear at the bottom of the screen:

CONFIRM DELETION BY REPEATING COMMAND

- type DEL or del again in the Panel Command Slot

- press RETURN

- the article will be deleted and you will be given the Descriptive In-
formation Panel of the next article

- attach a QC REVIEW flag to the article and note on it briefly something
like "article non-substantive" or "this is a reprint", whatever ap-
plies

When you delete an article, the Pagination Menu automatically adjusts itself
to the removal of the pagination of the article you deleted.

B5.8   VALIDATIONS

The computer is checking what is input against an internal set of rules re-
quired by indexing rules and rules on the form of entry. This rapid automatic
checking apparatus is called "validation."

There are two forms of validation messages to the user: WARNING and ERROR
messages. A WARNING tells the indexer that something on the screen appears to
contradict the computer's instruction but the indexer must make a decision as
to whether the computer is right or the text is right. The indexer must act on
the warning. If what is present on the screen is true, the indexer ignores the
warning. The message, however, stays with the article until the journal is re-
leased.

An ERROR message, on the other hand, calls the attention to an out-and-out
error in the data on the screen. The indexer must correct it.

Since the DESCRIPTIVE INDEXING Panel contains so many elements and fields, it
is reasonable that it be programmed with a great many validation messages.

B5.8.1   LANGUAGE

+++ ERROR +++ LANGUAGE IS AN INVALID ABBREVIATION

Either you made a typographical error or have typed an abbreviation not found
among the language abbreviations used in INDEX MEDICUS. Remember that all lan-
guage symbols are composed of three letters: ENG, FRE, RUS, etc.

+++ ERROR +++ LANGUAGE IS MISSING

A symbol for at least one language must be present.

B5.8.2   PAGINATION

+++ ERROR +++ PAGINATION IS MISSING

Every article must bear pagination.

B5.8.3   ANONYMOUS

+++ ERROR +++ ANON MUST NOT BE PRESENT WHEN AUTHORS ARE PRESENT

An article is either authored or anonymous; it can't be both.

B5.8.4   REFERENCES

+++ ERROR +++   REFS (NUMBER OF REFERENCES) MUST BE NUMERIC

This suggests two possibilities: that a letter was accidentally typed instead
of a numeral or that the indexer added REVIEW to Panel 6 and forgot to insert
the number of references in the REFS field on Panel 3.

B5.8.5   AUTHOR

+++ ERROR +++   AUTHOR abc IS LESS THAN THE MINIMUM LENGTH ALLOWED (3 CHAR)

An author's name must equal a total of three characters, including a space
between a last name and the initial of the first name, as Ng B or Tan or O H .

+++ ERROR +++   EITHER AUTHOR OR ANON MUST BE PRESENT

See B5.7.3 above. If the article is anonymous, type A or X in the ANON
field. If there is an author, type in his name.

+++ WARNING +++   AUTHOR BEGINNING WITH abcde... IS GREATER THAN THE MAXIMUM
LENGTH ALLOWED

Many Spanish and Russian names exceed the limit of 20 characters. Check the
spelling of the name in the text, noting particularly the correctness of any
hyphens and diacritics. If the long name is correct, ignore the warning.

+++ WARNING +++   AUTHOR BEGINNING WITH abcde... IS AN ACADEMIC DEGREE

Several last names have been found to equate with academic degrees, for ex-
ample an author whose last name is PATH has been assumed to be an academic des-
ignation for Pathology, as in Path. D. for Doctor of Pathology in some foreign
contexts. Check the text, noting particularly the typography of names and de-
grees and settle the matter here.

B5.8.6   AUTHOR AFFILIATION

+++ ERROR +++   AU AFFIL IS LESS THAN THE MINIMUM LENGTH ALLOWED (3 CHAR)

+++ ERROR +++   AU AFFIL IS GREATER THAN THE MAXIMUM LENGTH ALLOWED (256 CHAR)

The first error can obviously be corrected. The second error is usually cor-
rected by abbreviating words in the affiliation like Med, Univ, Dept, etc.

B5.8.7   TITLE

+++ ERROR +++ TITLE IS LESS THAN THE MINIMUM LENGTH ALLOWED (3 CHAR)

+++ ERROR +++ TITLE IS GREATER THAN THE MAXIMUM LENGTH ALLOWED (512 CHAR)

The first error usually heralds an omission in typing; authors do not often entitle their productions that briefly. The second error can be corrected by omitting a long subtitle, the usual reason for surpassing the maximum.

+++ WARNING +++ TITLE DOES NOT END WITH ? OR .

Sometimes a title ends with an exclamation point or a quotation mark. Check the text. If the title in the text and the title on the screen are the same, ignore the warning.

+++ WARNING +++ TITLE MUST NOT BE ENCLOSED IN BRACKETS WHEN LANGUAGE IS ENGLISH

Something is wrong: either the language is not English or the title is a translated title and ought to be surrounded by brackets.

+++ WARNING +++ CHECK INDICATED TITLE WORDS FOR POSSIBLE MISSPELLINGS (nnn)

(nnn) will show the number of words possibly misspelled. The subject of misspelled words and the validation dictionary is discussed at length in Section A15, TEXT WORD DICTIONARY and in passing in Section B4.6.2.

Check the words highlighted by +++   +++ as misspellings. If they are misspelled, correct them and press RETURN. The WARNING will disappear if your correct spelling is in the Text Word Dictionary. If the words are spelled correctly but not yet in the dictionary, type OFF or off in the Field Command Slot and press RETURN. The message will disappear.

B5.8.8   VERNACULAR TITLE

+++ ERROR +++ VERNAC IS LESS THAN THE MINIMUM LENGTH ALLOWED (3 CHAR)

+++ ERROR +++ VERNAC IS GREATER THAN THE MAXIMUM LENGTH ALLOWED (512 CHAR)

See Section B5.7.8 above.

+++ ERROR +++ VERNAC IS MISSING

This suggests that there is a foreign language symbol and a translated title in the Title Field, surrounded by brackets. Type in the vernacular, being careful to supply all required diacritics.

B5.9   FUNCTION KEYS

All ten Function Keys are available on this panel. There is no need to repeat an explanation here since an entire section of this manual is devoted to their description; see Section A12.

Only one Function Key need be mentioned here, F6/insert. Occasionally a typist omits an author. This must be inserted by the indexer in its proper position in the Author Field. That is, the order of names in the text determines the order of names in the Author Field.

To insert a name, position the cursor on the line of authors beneath which you want to insert a name. Press F6/insert; a space is opened for you. Type in the name. Press RETURN to check on your typing.

B5.10   When you have finished processing the Descriptive Information Panel as you should, to get to the next logical screen, the Abstract Panel, P4, press Function Key F5/next and it will appear.

B6

ABSTRACT PANEL (P4)

B6.1   The Abstract Panel contains the author abstract, when present, for articles from all Priority 1 and 2 journals indexed. Author abstracts for Priority 3 journals are not input.

```
.------------------------------------------------------------------------.
|                                                                        |
| CMD:         --------------------- ABSTRACT ------------------------------ P4 |
| ARCH OTOL  1983 Jan;109(1):1-5                                         |
|      ----------------------------------------------------------------  |
|                                                                        |
|  >        We evaluated acoustic reflex morphologic features in four subjects |
|  >        with confirmed, unilateral acoustic neuroma. All four subjects |
|  >        showed marked reduction in absolute reflex amplitude-intensity |
|  >        function in the ear with the eighth-nerve disorder. The early, fast- |
|  >        rising component of the normal reflex was also typically absent in |
|  >        the ears with tumor. Interaural latency comparisons were made in |
|  >        three ways. At equal reflex sensation levels and equal reflex sound |
|  >        pressure levels, latency was substantially delayed in the ear with |
|  >        eighth-nerve disorder. At equivalent reflex amplitudes, however, |
|  >        latency was equivalent in normal ears and ears with eighth-nerve |
|  >        disorder. Results suggest that delayed onset of the acoustic reflex |
|  >        in subjects with eighth-nerve disorder may reflect amplitude and |
|  >        wave-form morphologic effects rather than a latency prolongation per |
|  >        se.                                                           |
|  >                                                                      |
|  >                                                                      |
|  >                                                                      |
|                                                                        |
|                                                                        |
| RETURN/process F1/hlp F2/*cmt F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
|                                                                        |
.------------------------------------------------------------------------.
```

B6.2   Abstracts must contain more than 50 characters and cannot be over 2000.

     For articles less than 10 pages long, the abstract may contain up to 250 words. If the abstract exceeds this limit, it is ended at a logical spot - the end of a sentence - and 2+ is typed at the end.

     For articles of ten pages or more, the abstract may contain up to 400 words. If the abstract exceeds this limit, it is ended at a logical place - the end of a sentence - and 4+ is typed at the end.

No punctuation is put after 2+ or 4+ . When the citation is made available for online searching, the symbols will be translated at the end of the abstract thus

(ABSTRACT TRUNCATED AT 250 WORDS)

or

(ABSTRACT TRUNCATED AT 400 WORDS)

B6.3   If more than one screen is needed for an abstract, they will be provided and will be numbered. Three screens only are permitted.

A set of asterisks (****) will appear at the bottom of the first screen of two and the second screen of three. To see the entire abstract,

- press Function Key F7/up to scroll up half a page onto the second screen

- press F7/up again if asterisks appear at the bottom of the second screen

- press F8/down to scroll back down to the beginning of the abstract on the first screen if you want to see it again

or

- press F5/next to move to the next panel

B6.4   ERRORS AND WARNINGS

B6.4.1   +++ ERROR +++ ABSTRACT LENGTH EXCEEDS MAXIMUM ALLOWED BY nnn

nnn stands for the number of characters exceeding the limit. See Section B6.2.

When this message occurs, the input typist will make the proper adjustment by counting.

B6.4.2   +++ ERROR +++ ABSTRACT IS LESS THAN 50 CHARACTERS

If indeed the abstract is this short, delete it. If it was merely mistyped, arrange to send it to Quality Control for input. See below at Section B6.6.

B6.4.3   +++ WARNING +++ PRIO 3 JOURNALS SHOULD NOT HAVE ABSTRACTS

Since only Priority 1 and 2 journals are chosen for the selection of abstracts, check the priority on the Serial Throughput Card attached to the inside front cover. If it is truly Priority 3, delete the abstract and send it to Quality Control with the proper flag. See Section B6.7.

B6   +++ WARNING +++ CHECK INDICATED WORDS FOR POSSIBLE MISSPELLINGS (nnn)

A similar message appears also with regard to the words of English and trans-
lated titles. See also Section B4.6.2.

Since there is so much wordage in an abstract, the likelihood of misspellings
here is greater than elsewhere. This, then, will be a very commonly seen WARNING.

Words possibly misspelled will be highlighted by +++   +++ surrounding them.
Each word must be handled in turn and corrected if wrong. The WARNING message
must be turned off by the worker typing OFF or off in the proper places.

This particular WARNING is discussed in Section A15, Text Word Dictionary.
Because it occurs so frequently on this panel, directions will be repeated here.
Because, moreover, this panel is usually typed by the Keyboard Contractor, a
record of the errors is kept by Quality Control and they must be informed.

- check the highlighted word

- if it is spelled correctly, type OFF or off in the Panel Command Slot
  at the top of the screen at CMD or after one of the chevrons (>) on
  the left-hand side of the panel

- press RETURN

- the WARNING message disappears

or

- if it is spelled incorrectly, press Function Key F10/listing to get a print-
  out of the article as evidence against the Keyboard Contractor

- wait about 20 seconds to allow time for the indexing of the article to be
  printed, meanwhile filling out a QC REVIEW flag with the Abstract box checked

- make the corrections on the wrong spelling

- press RETURN to verify your correct typing

- the WARNING message disappears

Sometimes the highlighted word is spelled correctly but is so marked because
the word has not yet appeared in the Text Word Dictionary. If after you have
made the correct "correction" the word is still highlighted though you press RE-
TURN, this is the reason for the persistence of the message. Process with the
OFF or off maneuver as above using the Panel Command Slot or the chevron area,
then press RETURN once more.

B6.5   INSERTING WORDS IN THE ABSTRACT

Abstracts have already been proofread by the Keyboard Contractor and the in-
dexer is not required to re-proof. He will probably not notice missing words or

phrases routinely. If he notices a minor omission of this nature he ought to insert it himself

- by using Function Key F6/insert   or

- by using the Insert Key on the terminal   or

- by using the text split/text flow capability described in Section A14.2 and A14.3

B6.6   ADDING AN ABSTRACT

If an abstract was missed by the input typist, attach a QC REVIEW flag to the article and check the box ADD ABSTRACT . Give Quality Control the page on which the abstract may be found and note that it was missed by the keyboarder.

If the indexer or reviser cares to add a short abstract himself (although he is not obliged to), he does so by resorting to the Text Enter capability described in Section A14.4. This is the same procedure the Quality Control personnel follows when that section adds an abstract. The method will not be described here since indexers are not usually given to adding abstracts.

B6.7   DELETING AN ABSTRACT

An abstract is usually deleted because it is either too short or taken wrongly in relation to the journal priority.   See Sections B6.4.2 and B6.4.3.

To delete an abstract, type DEL or del in the Panel Command Slot and press RETURN. The abstract will be deleted.

Work slowly in this area and give some thought to your fast-acting fingers. If you realize that you have made a mistake and do not want to delete the abstract, press Function Key F4/cancel. This will cancel your deletion action and restore the panel with the abstract intact.

If, however, you press F5/next or F9/finish - both of which make your deletion irrevocable - it will be too late and you will have to make arrangements for Quality Control to re-input the abstract, using the QC REVIEW flag on which you will check the ADD ABSTRACT box. To avoid charging the Keyboard Contractor with the error, say briefly "abstract deleted by error." This probably won't happen very often at all.

B6.8   FUNCTION KEYS

All function keys are available to this panel.

B6.9   When you have finished processing or observing the Abstract Panel and want to continue, press Function Key F5/next and the Check Tag Panel will appear.

B7

CHECK TAG PANEL   (P5)

B7.1   On this panel the indexer is responsible for check tags, citation types, names of biographees and the input typist is responsible for the NIH grant numbers.

```
.----------------------------------------------------------------------------.
|                                                                            |
| CMD:        ARCH OTOL 1983 Jan:109(1):1-5                              P5  |
| A _ PREGN            L _ CHICK EMBRYO  Y _ IN VITRO    k _ 20th CENT       |
| B _ INF NEW (to 1 mo) M _ DOGS         Z _ CASE REPT   l X NIH/PHS SUP     |
| C _ INF (1 to 23 mo)  O _ GUINEA PIGS  b _ COMP STUDY  m _ OTH US GOV      |
| D _ CHILD PRE (2-5)   P _ HAMSTERS     c _ ANCIENT     n _ NON US GOVT     |
| E _ CHILD (6-12)      Q _ MICE         d _ MEDIEVAL                        |
| F _ ADOLESC (13-18)   S _ RABBITS      e _ MODERN      CIT TYPE:           |
| G X ADULT (19-44)     T _ RATS         f _ 15th CENT                       |
| H X MID AGE (45-64)   U _ ANIMAL       g _ 16th CENT   w _ HIST ART        |
| I _ AGED (65+)        V _ HUMAN        h _ 17th CENT   x _ HIST BIOG       |
| J _ CATS             W _ MALE         i _ 18th CENT   y _ BIOG OBIT       |
| K _ CATTLE           X _ FEMALE       j _ 19th CENT   z _ ENG ABST        |
| CHECK TAG(S):  _____                                   |
| SUBJ NAME:                                                                 |
|            2)                                                              |
|            3)                                                              |
|            4)                                                              |
| NIH GRANT #:  NS-10940                                                     |
|            2)                                                              |
|            3)                                                              |
|            4)                                                              |
|                                                                            |
|                                                                            |
| RETURN/process F1/hlp F2/#cat F3/ext F4/can F5/nxt F7/up F8/dwn F9/fin     |
|                                                                            |
.----------------------------------------------------------------------------.
```

B7.2   Check tags and citation types can be entered on this panel in two ways.

B7.2.1   Where the cursor is flashing in the middle of the panel after the words CHECK TAG(S), type in the letters preceding the name of the tag and the type you want.

Make a distinction carefully between upper- and lowercase letters. That is, j will get you 19th CENT when what you want for CATS is J .

It is not necessary to leave spaces between letters or to use punctuation. That is, AVX is as good as A V X or A, V, X for a pregnant woman. The order of tags in any way you type them is acceptable. For the pregnant woman VAX or XAV, etc. is just as good as AVX.

- press RETURN to process your selections and to check on yourself

- when you press RETURN, an X will appear on the line in front of every check tag or citation type you typed at CHECK TAG(S)

- press Function Key F5/next to go to the next panel

B7.2.2   An alternate method of entering tags and types is this:

- press HOME, the key which will move the cursor to the Panel Command Slot

- using the TAB key or the arrows, move the cursor to the tiny line in front of the check tag or citation type you want

- type an X or an x in the blank

- keep moving the cursor from tag to tag, typing an X or x as you go until you finish with your selection

- press RETURN to inspect your choices

- press Function Key F5/next to move to the next panel

B7.3   To delete a check tag or a citation type that is wrong or was selected by mistake,

- use the TAB key or the arrows to get to the X you want to delete

- press either the DELETE character key or the space bar to remove the X

- press RETURN to process and inspect your deletion

- press Function Key F5/next to move to the next panel.

B7.4   The computer has been programmed to supply certain check tags required by indexing policy if the indexer forgets them. For example, if an indexer checks DOGS but forgets to check also ANIMAL, the computer supplies ANIMAL.

In other instances of omission by an indexer the computer can only show an error message: it cannot at present make an intellectual decision. For example, if an indexer chooses PREGNANCY but forgets to indicate HUMAN or ANIMAL, while the computer will automatically supply FEMALE it cannot identify in this case HUMAN or ANIMAL.

B7.5   Here are the check tag validations the computer processes and performs:

- will add the check tag X (FEMALE) when the check tag A (PREGNANCY) is present

- will add the check tag U (ANIMAL) when any of the animal tags J,
  K, L, M, O, P, Q, S, T is present

- will add the check tag U (ANIMAL) when any term from Category B2
  (Vertebrates) is present

- will add the check tag U (ANIMAL) when the main heading ANIMAL DIS-
  EASES is present

- will add the correct animal tag when a pre-coordinated animal/diseases
  heading from Category C22 is present; that is, if DOG DISEASES is in-
  dexed, the computer will add DOGS

- will add the check tag V (HUMAN) when any of the age tags B, C, D,
  E, F, G, H, I is present

B7.6   ERROR MESSAGES

+++ ERROR +++ CHECK TAG "U" OR "V" REQUIRED SINCE "A" (PREGN) IS PRESENT

The indexer must specify - since the computer cannot - whether an article
deals with an animal (U) or a human (V) pregnancy.

+++ ERROR+++ CIT TYPE ENG ABST MUST NOT BE PRESENT WHEN LANG IS ENG

A citation in INDEX MEDICUS informs the user of the presence of an English
abstract for foreign-language articles only.

If the language symbol on the Descriptive Information Panel is ENG, then the
citation type ENG ABST (z) should not be on the screen.

+++ ERROR+++ CIT TYPE "Z" REQUIRED SINCE LANG IS NOT ENG AND ABST IS PRESENT

The computer knows two things: from Panel 3 the language is a foreign lang-
uage and from Panel 4 that an abstract is present. Therefore, according to
indexing policy, the citation type z must be checked.

B7.7   The SUBJECT NAME (SUBJ NAME) is the field where indexers supply the names
of biographees about whom biographical articles or historical articles are writ-
ten. Indexing policy permits the use of three separate names in this field.
The usual form is White PD or Washington G .

Use the TAB key to get to the SUBJ NAME line; it will be positioned two spaces
after the colon. Type in the name. Tab to the next space for a second name if
required and to the third space for a third name.

Attach a HISTORY flag to the article for the inspection of the HISTORY spec-
ialist.

B7.7.1   ERROR MESSAGES

+++ ERROR +++ SUBJ NAME #n IS FEWER THAN 3 CHAR

+++ ERROR +++ SUBJ NAME REQUIRED WHEN CIT TYPE x OR y PRESENT

Indexing policy demands that when a biographee is named, the indexer must orient him in time by designating the person as dead (HIST BIOG which means "historical biography") or alive or only recently dead (BIOG OBIT which means "current biography or obituary"). The indexer, if this ERROR message appears indicated one of the time tags but forgot to supply the subject's name.

+++ ERROR +++ MORE THAN 1 SUBJ NAME REQUIRED WITH CIT TYPES x AND y PRESENT

In this instance either the indexer should not have checked both HIST BIOG and BIOG OBIT since one man cannot simultaneously be both alive and dead, or the indexer meant that two or three persons figured in the article of whom at least one was either dead or still alive. In any event, the indexer must supply another name or remove one of the citation types.

B7.8   NIH or PHS grant numbers are entered for the use of the National Institutes of Health. The numbers are derived from the article, usually from a footnote, and are entered by the input typists.

Indexers do not routinely check on the presence of a grant number or on the accuracy of its reading. They were supposed to have been proofread by the Keyboard Contractor.

If an indexer or reviser happens to notice an error in input of a grant number or its absence from the panel although it is in the article, he will take the following steps:

- press Function Key F10/listing to get a printout of the indexing of the article as evidence against the Keyboard Contractor

- attach a QC REVIEW flag to the article briefly describing the error

- make the correction

- press RETURN to process the change and to check on himself

- press F5/next to save the changes and move to the next panel

B7.8.1   VALIDATIONS

NIH/PHS SUP at the check tag letter 1 is added automatically by the system when a grant number is typed in the NIH GRANT field.

+++ ERROR +++ NIH GRANT #n DOES NOT CONTAIN AT LEAST 1 DIGIT

+++ WARNING +++ MAY NEED NIH GRANT NUMBER SINCE CHECK TAG "1" IS PRESENT

This is the opposite of the first item above. In that case, a grant number was typed. This message appears because someone, probably the indexer, checked the tag 1 before typing in the grant number. In some cases the grant number was not shown in the article and so could not have been picked up. Ignore the warning in this instance.

B7.9   FUNCTION KEYS

All 10 Function Keys operate on this panel.

B7.10   When you have finished processing or inspecting the Check Tags Panel and want to continue with the article, press Function Key F5/next and Panel 6, the Descriptors Panel will appear.

B8

DESCRIPTORS PANEL (P6)

B8.1   The Descriptors Panel is basically the goal of indexing. It is the panel on
which the indexer types the main headings and subheadings he is using to describe
the content of the article he is indexing.

```
.---------------------------------------------------------------------------.
|                                                                           |
| CMD:         ----------------------DESCRIPTORS----------------------- P6  |
| ARCH OTOL  1983 Jan;109(1):1-5                                            |
|                                                                           |
|       G ADULT(19-44)                                                      |
|       H MID AGE(45-64)                                                    |
|       V HUMAN                                                             |
|       W MALE                                                              |
|       X FEMALE                                                            |
|       1 NIH / phs sup                                                     |
|       NEUROMA, ACOUSTIC / *physiopathol                                   |
|       *REFLEX, ACOUSTIC                                                   |
|       REACTION TIME                    .                                  |
|                                                                           |
|                                                                           |
|                                                                           |
|                                                                           |
|                                                                           |
|                                                                           |
|                                                                           |
|                                                                           |
|                                                                           |
|                                                                           |
| RETURN/process F1/hlp F2/*cmt F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
|                                                                           |
.---------------------------------------------------------------------------.
```

B8.2   Check tags and citation types supplied on the preceding panel, Panel 5, the
Check Tags Panel are repeated at the top of this panel for the convenience of the
indexer, ahead of any indexing terms supplied or to be supplied.

     Check tags should be reviewed on this panel and if necessary changed, added or
deleted here.

     Any changes made to the tags and types on this panel will automatically be reg-
istered on Panel 5 by the system.

B8.3   FORM

B8.3.1   The standard form of typing a main heading and its subheading in indexing the
past thirty-five years has been the full capitalization of the main heading and
the use of lowercase letters for subheadings. About twenty years ago when MED-
LARS required a differentiation between terms to be printed in INDEX MEDICUS and
those to be stored for machine retrieval only, an asterisk was added to differ-
entiate the former from the latter.

<div align="center">

ARTHRITIS / *ther

GOUT / ther

</div>

On Panel 6 the indexer may type the main headings and subheadings any way he
likes, all uppercase, all lowercase, a mixture, with any amount of space between
the asterisk and the subheading or the / in relation to the asterisk or the
term. When you press RETURN, the system positions the descriptor combination to
the form shown above. Anything other than an * gets the message in B8.4.6.

B8.3.2   Main headings may be spelled in full or may be shortened in accordance with
the abbreviations authorized by MeSH, as for example,

<div align="center">

PREGNANCY COMPLICATIONS or PREGN COMPL

ANTIBODIES, NEOPLASM   or ANTIBODIES NEOPL

</div>

B8.3.3   See reference are permitted. MeSH says "ETHANOL see ALCOHOL, ETHYL" and al-
though an article indexed as ETHANOL will be printed in INDEX MEDICUS and stored
in MEDLINE under ALCOHOL, ETHYL, the see reference ETHANOL will stay on the screen.

B8.3.4   Subheadings may be entered in the standard abbreviated form used for years by
indexers or in the two-letter form used by searchers of MEDLINE. That is, for
/therapy, /ther or /th is acceptable at the terminal; for /drug effects, either
/drug eff or /de; for /prevention & control, either /prev or /pc. Note, however,
that you cannot spell the subheading in full: it must be in short form.

If you use the searchers' two-letter subheading, when you press RETURN the
conventional indexers' abbreviation will appear. This is because through the
years indexers and revisers have become used to their abbreviations which are
clear and self-explanatory. Those used by searchers, while splendidly short,
are not patently specific: who would have thought that /px stands for /psychol
or /ps for /parasitol?

B8.4   ERRORS AND WARNINGS

B8.4.1   +++ ERROR +++ NO IM TERM IS PRESENT

This message is on the screen when the indexer arrives at this panel from
Panel 5. When at least one IM term has been typed and RETURN is pressed, the
message will disappear.

B8.4.2   +++ ERROR +++   DESCRIPTOR NOT FOUND

An arrow points to the descriptor in question. Either the indexer has typed a term which does not exist or has typed an existing one incorrectly. The incorrect form could be an outright misspelling or the correct spelling with incorrect punctuation or spacing.

Correct by using the INSERT key or delete it by using the DELETE key. Terms can be deleted most easily by using the EOP CLEAR EOL key on the CONCEPT terminal or the ERASE EOF key on the TELEX: both erase to the end of the line, i.e., to the end of the heading if you start at the arrow.

The cursor remains at the margin where you will type a fresh term if you have deleted the heading. Press RETURN and the arrow and message will disappear.

B8.4.3   +++ ERROR +++   TERM a IS REQUIRED WITH TERM b

This validation is used with animal/diseases headings to ensure that the indexer does not forget the name of the animal as demanded by indexing policy.

HORSE DISEASES, for example, requires by indexing policy that HORSES be indexed for the article also. If the indexer forgets, the ERROR message goes on to say

+++ ERROR +++   HORSES IS REQUIRED WITH HORSE DISEASES

When HORSES is typed and RETURN is pressed the message disappears.

B8.4.4   +++ WARNING +++   CONSIDER MAKING THIS TERM NIM

Indexing policy states that many concepts tend not to appear in INDEX MEDICUS for they tend to be merely search parameters. The validation file contains a list of main headings which under indexing policy are seldom printed in INDEX MEDICUS (IM), for example BIOLOGICAL TRANSPORT when a specific substance is being discussed. When an indexer types such a concept the WARNING message suggests that he give some thought to indexing policy. If an exception is to be made, the indexer will ignore the warning.

B8.4.5   +++ ERROR+++   SUBHEADING n ILLEGAL

Many main heading/subheadings are illegal according to MeSH assignment and indexing policy. These have been programmed to be checked when used by an indexer.

Correct the subheading, press RETURN; the ERROR message will disappear.

B8.4.6   +++ ERROR +++ SUBHEADING /n NOT VALID

The screen names the subheading in the n position. This message means that the indexer has used a subheading which does not exist, usually because he mis-

spelled it or did not type the correct short form or mistyped the asterisk.

Correct it, press RETURN; the ERROR message will disappear.

B8.4.7   +++ ERROR +++   TERM a/SUBHEADING MUST BE REPLACED BY TERM b AND POSSIBLE SUBHEADING

Again, the system has been programmed to reject certain main heading/subheading combinations which, while they appear to be legal and reasonable, are themselves economical main headings. For example, although VITAMIN A/defic is a logical and reasonable combination, there is actually a main heading VITAMIN A DEFICIENCY. The system is suggesting that this be used instead and that the indexer supply a subheading that further qualifies it, like /therapy or /prevention & control, etc.

Correct the entry, press RETURN; the ERROR message will disappear.

B8.4.8   +++ WARNING +++   U(ANIMAL) MAY BE REQUIRED WITH:

The system has been programmed to warn the indexer to supply a check tag when he uses the heading ANIMAL DISEASES or anything associated with it in Category C22.

Add the check tag ANIMAL and the heading for the specific animal, press RETURN; the message will disappear.

B8.4.9   +++ WARNING +++   NO CHECK TAGS PRESENT

Section B8.2 tells you that the check tags on Panel 5 are repeated at the top of Panel 6 for the convenience of the indexer and reviser. This means too that any warning and error messages pertinent to check tags and citation types on Panel 5 are repeated on Panel 6. See Sections B7.6, B7.7.1 and B7.8.1 for these messages since they won't be repeated here.

There is a bell of caution which must be sounded here. Some indexers bypass the Check Tags Panel and enter the check tags and citation types directly on Panel 6 here. When they arrive at Panel 6, this warning will be at the bottom of the screen,

+++ WARNING +++   NO CHECK TAGS PRESENT

The danger lies in the fact that this message will not appear if an NIH/PHS SUP tag is checked on Panel 5. It is possible that in such cases an indexer may forget enirely about the check tags. If he remembers, he can add them to Panel 6 or go back to Panel 5 and enter them.

B8.5   The Descriptors Panel is the one on which the indexer spends the most time since it is the one present while he is thinking during the reading of the article in order to convert its contents into the terms and combinations of terms he is going to assign for the indexing of the article. This may take five or ten minutes. In long articles as many as 15 terms can be assigned.

In the face of the reality of computers going down unexpectedly while he is thinking, it is wise to save the content of the panel periodically. Save the data on the panel this way:

- press HOME to return to the Panel Command Slot at CMD

- type in P6 or p6 (the number of this panel)

- press RETURN

This will not only process what you have done but will insure against the loss of data if the computer goes down suddenly.

B8.6   FUNCTION KEYS

All Function Keys are operational on this panel.

B8.7   When you have finished with the article in hand and want to go to the next article, press Function Key F5/next and Panel 3, the Descriptive Information Panel, of the next article will appear.

B8.8   If you attempt to leave any article without having corrected outstanding errors, this screen will appear

```
.------------------------------------------------------------------.
|                                                                  |
|                      W A R N I N G                               |
|                                                                  |
|                                                                  |
|                                                                  |
|     This article has outstanding errors which must be            |
|                                                                  |
|     resolved before processing can be completed.                 |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                                                                  |
|                    PRESS RETURN TO CONTINUE                      |
|                                                                  |
|                                                                  |
'------------------------------------------------------------------'
```

As directed, press RETURN. You will be presented with the panel on which the error appears. Correct it and press RETURN. Now you will be taken to the next article.

If you have completed the last article in the journal, pressing Function Key F5/next will get you to the JOURNAL DISPOSITION PANEL. See Section B10.

B11

JOURNAL DISPOSITION PANEL

B11.1   The Journal Disposition Panel appears to unrevised indexers after completing
the indexing of a journal and to revisers after revising it. Since revised in-
dexers' work goes to revisers, the system very economically bypasses a panel for
them.

```
-------------------------------------------------------------------------------
|                                                                             |
|                        JOURNAL DISPOSITION PANEL                            |
|                                                                             |
|     0   RETURN TO INDEXER                     .                             |
|                                                                             |
|     1   HISTORY FLAGS/TRANSLATION/OVERALL FLAGS/ARTICLE SELECTION FLAGS     |
|                                                                             |
|     2   HEALTH ADMINISTRATION FLAGS                                         |
|                                                                             |
|     3   DENTAL FLAGS                                                        |
|                                                                             |
|     4   CHEMICAL FLAGS                                                      |
|                                                                             |
|     5   JOURNAL COMPLETE                                                    |
|                                                                             |
|         _ select function                                                   |
|                                                                             |
|                         F4/can        F5/nxt                                |
|                                                                             |
-------------------------------------------------------------------------------
```

B11.2   Selection 0 will be pressed if for any reason the reviser wants the indexer to
examine the journal. Selection 1 directs the journal to the Senior Technical Ad-
viser whose province covers the areas listed. Selections 2 through 4 are self-
explanatory and are directed to the specialists handling those fields.

B11.3   If flags are present for more than one destination, the journal must be dis-
posed of in the order listed on the Journal Disposition Panel.

B11.4   To route or dispose of the journal, where the cursor is flashing type the number of the destination. Press RETURN or Function Key F5/next. Either of these keys will register the function as requested and give you a clean Journal Identification Panel on which to call up another journal.

B11.5   If you type in a figure not listed here or press either RETURN or F5/next by mistake instead of entering a number, this message will appear at the bottom of the screen:

               YOU MUST CHOOSE ONE OF THE ABOVE OPTIONS

Do it and you will get to the next step, a fresh Journal Identification Panel.

B11.6   FUNCTION KEYS

        You have only two choices on this panel, F4/cancel or F5/next.

F4/cancel

        This will cancel any selection you made and return you to the Pagination Menu. If you have not yet made a selection and want to get back into the journal F4 will also return you to Panel 2.

F5/next

        Press this key to process your routing selection. You will then receive a clean Journal Identification Panel.

PART C

QUALITY CONTROL

C1

QUALITY CONTROL

C1.1   Part A of the ONLINE INDEXING MANUAL is devoted to system design and Part B
to the indexing and revising operations of the AUTOMATED INDEXING AND MANAGE-
MENT SYSTEM referred to throughout all parts as AIMS.

         Part C, the sections to follow, is devoted to the management aspects of
AIMS and will be chiefly in the hands of the Quality Control Unit of the In-
dex Section.

C1.2   TERMINALS

         The Quality Control operations use the same terminals described in de-
tail in Part A, the CONCEPT and the TELEX. See Section A4 for a description
of the CONCEPT keyboard and Section A5 for the TELEX.

C1.3   LOGON AND LOGOFF

         The LOGON and LOGOFF procedures for the CONCEPT are described in Sections
A6 and A7 and the procedures for the TELEX are given in Sections A8 and A9.

C2

FUNCTION KEYS

C2.1   In Parts A and B all illustrations of the screens used in AIMS show a leg-
end at the bottom of each panel noting various internal directions to the com-
puter, so-called FUNCTIONS. These functions have been assigned arbitrary key
numbers and are shown on the panels with a number and a brief designation, for
example, F4/cancel, F5/next.

C2.2   The Function Keys and their functions are explained in Section A12.   The
indexing operation uses ten Function Keys but Quality Control uses only four.
Both use the RETURN key.

           The Function keys and functions are summarized below for your convenience:

C2   F1/help

           You are not sure of your procedure and need an explanation. By pressing F1
you.cause to appear on the screen panels acting as a miniature manual, explain-
ing the features of the operations you are engaged in.

           Since most users of the system are well-instructed through formal training
and since the AIMS system is relatively simple, logical and self-explanatory,
the F1/help function is seldom used by indexers or by Quality Control.

C2.4   F3/exit

           You want to leave the panel at hand and want to go back to the AIMS JOURNAL
CONTROL MENU, an introductory panel, or you want to go out of the system.

C2.5   F4/cancel

           You want to cancel or undo what you typed on the panel. Pressing F4 re-
stores the panel to its original appearance before you worked on it.

C2.6   F5/next

           You have completed processing the panel at hand and want to go to the next

panel in the sequence of operations.

Pressing F5 permits you to save what you have typed and takes you to the next logical programmed step.

C2.7   RETURN/process

You have completed what you wanted to do on the panel and to have it processed by the system.   You are also taken to the next operation or the next panel.

C2.8   If there is any deviation in the names and functions of the Function Keys in the sections to follow, an explanation will be given as applicable, for example in Section D3 for the Special List Checkin.

C2.9   Throughout this manual the RETURN/process key is referred to as RETURN. This is the convenient name used on the CONCEPT terminal; its counterpart on the TELEX terminal is ENTER.   The word RETURN is used for ENTER regardless of the terminal manufacture.

C3

AIMS PRIMARY MENU

C3.1   The AIMS PRIMARY MENU is presented as below to Quality Control personnel
logging in.

```
.----------------------------------------------------------------------.
|                                                                      |
|                                                                      |
|  --------------------AIMS PRIMARY MENU------------ CON150M  |
|                                                                      |
|               1 - SERIAL RECORDS CHECKIN                             |
|               2 - JOURNAL CONTROL                                    |
|               3 - SUBJECT ANALYSIS                                   |
|               4 - USER PROFILE                                       |
|                                                                      |
|                                                                      |
|                                                                      |
|        FUNCTION                                                      |
|   SELECT FUNCTION BY NUMBER                                          |
|                                                                      |
|        RETURN/process        F1/hlp      F3/ext                      |
.----------------------------------------------------------------------.
```

C3.2   Where the cursor is flashing at the word FUNCTION, type the number of the
activity you want to perform. Press RETURN to get the next panel.

C3.3   If you neglect to type in a figure, the following message will appear at
the bottom of the screen:

ENTER DESIRED FUNCTION

Do it and then press RETURN.

C3.4   Quality Control selects in the usual operation Function 2-JOURNAL CONTROL.
Once a function is selected, a secondary menu displays very specific activi-
ties available.

Figure C3.4 illustrates the secondary menus which appear when JOURNAL CON-
TROL is selected from the AIMS PRIMARY MENU. From them a further choice is
made.

Secondary Menus

of the

AIMS PRIMARY MENU

These are secondary menus of the AIMS choices of interest to
Quality Control

```
----------------------------------------------------------------------------
|  -------------------------JOURNAL CONTROL-----------------------------CON250M |
|                          1 -> QC CHECKIN                                      |
|                                                                              |
|                          2 -> QC TO KC                                        |
|                                                                              |
|                          3 -> QC FROM KC                                      |
|                                                                              |
|                          4 -> DCI LOGOUT                                      |
|                                                                              |
|                          5 -> DCI LOGIN                                       |
|                                                                              |
|                          6 -> KC LOG IN                                       |
|                                                                              |
|                          7 -> KC LOG OUT                                      |
|                                                                              |
|                          8 -> ROUTING                                         |
|                                                                              |
|              FUNCTION _                                                        |
| SELECT FUNCTION BY NUMBER                                                      |
|                                                                              |
|                                                                              |
|          RETURN/process     F1/hlp    F3/ext                                  |
----------------------------------------------------------------------------
```

```
----------------------------------------------------------------------------
|  -------------------------SUBJECT ANALYSIS----------------------------CON300M |
|                          1 -> KC CORRECTIONS                                  |
|                                                                              |
|                          2 -> MONITOR                                         |
|                                                                              |
|                          3 -> INDEX                                           |
|                                                                              |
|                          4 -> REVISE/REVISE                                   |
|                                                                              |
|                          5 -> REVISE/SCAN                                     |
|                                                                              |
|                          6 -> SPECIALIST                                      |
|                                                                              |
|                          7 -> QC CORRECTIONS                                  |
|                                                                              |
|              FUNCTION _                                                        |
| SELECT FUNCTION BY NUMBER                                                      |
|                                                                              |
|                                                                              |
|          RETURN/process     F1/hlp     F3/ext                                 |
----------------------------------------------------------------------------
```

Figure C3.4

C4

JOURNAL CONTROL

C4.1   The Journal Control Panel lists all of the routing functions available from
Quality Control Checkin to the routing of a journal to an indexer. Only Quality
Control personnel, the Journal Control Manager and Keyboard Contract personnel
have access to this panel.

C4.2   The symbols on the panel below are QC for Quality Control
                                                   KC for Keyboard Contractor
                                                   DCI for Domestic Contract Indexer

```
---------------------------------------------------------------------------
|                                                                         |
| ----------------------------JOURNAL CONTROL---------------------CON250M  |
|                            1 -> QC CHECKIN                               |
|                                                                         |
|                            2 -> QC TO KC                                |
|                                                                         |
|                            3 -> QC FROM KC                              |
|                                                                         |
|                            4 -> DCI LOGOUT                              |
|                                                                         |
|                            5 -> DCI LOGIN                               |
|                                                                         |
|                            6 -> KC LOG IN                               |
|                                                                         |
|                            7 -> KC LOG OUT                              |
|                                                                         |
|                            8 -> ROUTING                                 |
|                                                                         |
|                 FUNCTION _                                              |
|                                                                         |
| SELECT FUNCTION BY NUMBER                                               |
|                                                                         |
|                                                                         |
|                                                                         |
|              RETURN/process     F1/hlp      F3/ext                      |
|                                                                         |
---------------------------------------------------------------------------
```

C4.3   Where the cursor is flashing at the word FUNCTION, type the number of the
activity you want to perform. Press RETURN to get to the next panel.

C4.4   If you forget to type in a figure, this message will appear at the bottom
of the screen:

ENTER DESIRED FUNCTION

Do it and press RETURN.

C5

AIMS QC CHECKIN

C5.1   The Quality Control Checkin Panel is used to check the accuracy of informa-
tion for journals received from Serial Records Section by Index Section. When
QC CHECKIN is selected from the Journal Control Menu in C4.2, this panel ap-
pears on the screen:

```
-----------------------------------------------------------------------
|                                                                     |
| MRI:                    ---AIMS QC CHECKIN---                       |
|-------------------------------------------------------------------  |
| JTC    :       SPEC LIST IND:       PRIORITY:       ARTS:     ICRDB |
| JT     :                                                            |
|                                                                     |
|                                                                     |
| JTA    :                                                            |
| VOLUME :                            ISSUE:                          |
|                                                                     |
| PUBDATE:                                                            |
| JT XREF:                                                            |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
| RETURN/process  F1/hlp   F3/ext   F4/can   F5/nxt                   |
|                                                                     |
-----------------------------------------------------------------------
```

C5.2   MRI

     The Machine-Readable Identifier (MRI) is discussed fully in Part A, Section
A10.

     When the wand activating the MRI is passed over the bar-code label on the
journal (see Section A10), the AIMS QC Checkin Panel is filled in.

C5.3   Since the fields on this panel have been filled in by the Serial Records
Section, no typing is necessary by Quality Control.

     A description of the names and elements of the various fields is given
briefly in Section B3.2.

C5.4   All information displayed on the panel must be verified by Quality Control
against the piece in hand.

        If it is correct, press Function Key F5/next to get a blank screen to check
in a fresh journal.

        If anything on the panel does not equate with the piece in hand, press Func-
tion Key F4/cancel and a blank screen will appear. Take the journal to the
Head, Quality Control, who will resolve the discrepancy with Serial Records
Section.

C5.5   To leave the Quality Control Checkin function, press F5/next, then F3/exit.
The first key saves the data and the second returns you to the AIMS Journal
Control Menu for another function if you like.

C5.6   When the MRI has been wanded in, three possible error messages can appear:

C5.6.1   PLEASE ENTER MRI

        The MRI did not register when the wand passed over the bar code. Wand it in
again or key it in.

C5.6.2   REQUEST DENIED. MRI HAS BEEN CHECKED INTO QC

        You are attempting to check in a journal issue which has already been checked
into Quality Control.

        Leave the panel by pressing Function Key F4/cancel; a fresh panel will
appear for wanding in another journal.

        Take the journal to the Head, Quality Control.

C5.6.3   REQUEST DENIED. MRI HAS NO PUBDATE

        The Publication Date is missing or incomplete.

        Leave the panel by pressing Function Key F4/cancel; a fresh panel will
appear for wanding in another journal.

        Take the journal with the missing PUBDATE to the Head, Quality Control.

C6

AIMS QC TO KC

C6.1   The AIMS Quality Control to Keyboard Contractor Panel is used to keep track
of the number of journal articles - indexed or unindexed - sent to the Keyboard
Contractor on a daily basis.

C6.2   When QC TO KC is selected from the AIMS Journal Control Menu, the panel be-
low appears:

```
.-------------------------------------------------------------------.
|                                                                   |
| MRI:                    ---AIMS QC TO KC----                      |
| ----------------------------------------------------------------- |
| JTC   :        SPEC LIST IND:        PRIORITY:        ARTS:        ICRDB |
|                                                                   |
| JT    :                                                           |
|                                                                   |
|                                                                   |
| JTA   :                                                           |
|                                                                   |
| VOLUME :                        ISSUE:                            |
|                                                                   |
| PUBDATE:                                                          |
|              |    NON-ICRDB   |     ICRDB    |     SPECIAL LIST    |
|         TOTAL| P1   P2   P3   | P1   P2   P3|  N    D    F    C    A    H |
|         -----|----- ----- -----|----- ----- -----|---- ---- ---- ---- ---- ---- |
| BALFWD       |               |             |                     |
|              |               |             |                     |
| PLUS         |               |             |                     |
|              |               |             |                     |
| NEWBAL       |               |             .                     |
|                                                                   |
| RETURN/process   F1/hlp   F3/ext   F4/can   F5/nxt                |
|                                                                   |
.-------------------------------------------------------------------.
```

C6.3   There is no need to type on this panel but all bibliographic data displayed
down through the PUBDATE line and certain figures below PUBDATE must be verified.
The bibliographic data is checked against the piece itself; check on the mathe-
matics is discussed in Sections C6.4 through C6.10.

        If the data are correct, press Function Key F5/next to call up the next blank
screen for scrutinizing another journal.

        This panel is almost always correct, but if there is any discrepancy between
what appears on the panel and what you discern on the piece in hand, press Func-
tion Key F4/cancel and take the journal to the Head, Quality Control, who will
resolve the discrepany with Serial Records Section.

C6.4   For all fields on the panel except those described below, see Part B, Section B3.2.

The field comprising the lower segment of the screen acts as a tally sheet giving a running account of the number of articles sent daily to the Keyboard Contractor, with cumulated totals.

The only tie between this segment of the screen with its contents and the upper segment is the ARTS field: the number of articles in the journal issue being sent to keyboarding is added to the totals below.

Here are two panels filled in, showing the running tallies, with the figures supplied by the computer:

```
------------------------------------------------------------------------
| MRI: NLM005691935      ---AIMS QC TO KC----                          |
| -------------------------------------------------------------------- |
| JTC   : NOW    SPEC LIST IND:        PRIORITY: 1      ARTS: 023   ICRDB |
| JT    : NEW ENGLAND JOURNAL OF MEDICINE                              |
|                                                                      |
|                                                                      |
| JTA   : N Engl J Med                                                 |
| VOLUME : 313                          ISSUE:  16                     |
| PUBDATE: 1985 Oct 17                                                 |
|                                                                      |
|          |    NON-ICRDB    |     ICRDB    |         SPECIAL LIST      |
|     TOTAL| P1   P2   P3  | P1    P2   P3| N   D   F   C   A   H     |
|     -----|-----------------|--------------|---------------------------|
| BALFWD 584 |  8  271  187 |     118    . |                      .   |
|           |                 |              |                           |
| PLUS   23 |                 | 23           |                           |
|           |                 |              |                           |
| NEWBAL 607 |  8  271  187 | 23   118     |                           |
|                                                                      |
| RETURN/process  ------------------------------------------------------------------
|--------------------| MRI: NLM005603490     ---AIMS QC TO KC----                    |
                     | -------------------------------------------------------------- |
                     | JTC   : OAP   SPEC LIST IND:      PRIORITY: 2    ARTS: 020     |
                     | JT    : NEUROTOXICOLOGY                                        |
                     |                                                               |
                     |                                                               |
                     | JTA   : Neurotoxicology                                       |
                     | VOLUME : 6                      ISSUE: 3                       |
                     | PUBDATE: 1985 Fall                                            |
                     |                                                               |
                     |          |   NON-ICRDB   |     ICRDB    |     SPECIAL LIST     |
                     |     TOTAL| P1   P2   P3 | P1    P2   P3| N   D   F   C   A   H |
                     |     -----|----------------|--------------|----------------------|
                     | BALFWD  607|  8  271  187 | 23   118    |                   .  |
                     |            |                |              |                      |
                     | PLUS   20 |     20         |              |                      |
                     |            |                |              |                      |
                     | NEWBAL 627|  8  291  187 | 23   118    |                      |
                     |                                                               |
                     | RETURN/process  F1/hlp  F3/ext  F4/can  F5/nxt                |
                     ---------------------------------------------------------------
```

C6.5   NON-ICRDB

This refers to articles from INDEX MEDICUS titles NOT also included in the International Cancer Research Data Bank (ICRDB) data bases. The number of articles are broken down by priority, P1, P2, P3.

C6.6   ICRDB

This shows the number of articles from INDEX MEDICUS titles also designated for inclusion in ICRBD data bases. These are broken down by priority, P1, P2, P3.

C6.7   SPECIAL LIST

Articles from non-INDEX MEDICUS journals are cited in these specialized data bases or data base segments:

N	Nursing	C	Communication
D	Dental	A	Audio
F	Foreign	H	Health

N, D and H are referred to in the Introduction to this manual (Section A1) and elsewhere as being prepared in cooperation with the American Journal of Nursing, Inc., the American Dental Association and the American Hospital Association (with extensive coverage also on Health administration). F is for articles from the non-INDEX MEDICUS journals in MEDLINE used by Foreign centers; C is for articles from non-INDEX MEDICUS journals in the field of Communication disorders; A is for Audiotapes augmenting the AUDIOVISUALS CATALOG produced by the National Library of Medicine.

C6.8   BALFWD

BALance ForWarD shows the number of citations accumulated each day, sent to the Keyboard Contractor.

C6.9   PLUS

This is the number of articles in the issue wanded in, automatically supplied from the ARTS field showing the total number of articles indexed in the given issue.

Check this figure against the number supplied by the indexer in pencil on the upper right corner of the cover of the journal and against the number supplied by the indexer on the Serial Throughput paper stapled to the inside cover of the issue. All three should be the same. If they are not, you must hand-count the articles indexed and must change the figure in the PLUS field.

If the journal has not yet been indexed, check on the Serial Throughput Card the field designated as AV NUM ARTS/ISSUE, the average number of articles expected for each issue. The number of articles you type in the PLUS field will be that figure. This will provide an estimated number of articles for the issue in hand and will constitute a workable number for the Quality Control Unit and the Keyboard Contractor to use.

C6.10   NEWBAL

This is created by the computer by its adding the figures in BALFWD + PLUS.

If the NEWBAL figure exceeds the daily quota of articles to be sent to key-boarding under contractual arrangements, press Function Key F4/cancel and take the journal to the Head, Quality Control.

C6.11   ERROR MESSAGES

After the MRI has been wanded in, these three possible messages can appear:

C.6.11.1 PLEASE ENTER MRI

The MRI did not register when the wand was passed over the bar code. Wand it in again or key it in.

C6.11.2   REQUEST DENIED. MRI HAS BEEN SENT TO KC

You are attempting to send a journal issue to keyboarding which has already been sent there.

Leave the panel by pressing Function Key F4/cancel; a fresh panel will appear for wanding in another journal.

Take the journal already sent, to the Head, Quality Control, who will investigate.

C6.11.3   REQUEST DENIED. MRI HAS NOT BEEN CHECKED INTO QC

You are attempting to send a journal issue to keyboarding before it has been checked into Quality Control.

Leave the panel by pressing Function Key F4/cancel; a fresh panel will appear for wanding in another journal.

Take the journal in hand to the Head, Quality Control.

C6.12   To leave the QC TO KC function for one journal to start anew with another journal, press F5/next. A blank panel will appear.

To leave the QC TO KC function for another activity, press F5/next, then F3/exit. F5 saves the data on the panel and F3 takes you back to the AIMS Journal Control Menu.

C7

AIMS QC FROM KC

C7.1   The AIMS Quality Control From Keyboard Contractor Panel is used to login processed journals - indexed or unindexed - from the Keyboard Contractor and to identify those journals which are to be "monitored" ("monitoring" is analyzing a selected sample of items input by the keyboarders in order to check on their quality; see Section C13).

      This panel relates only to those journals which have been released to Quality Control from the Keyboard Contractor after the keyboarding, proofreading and correction operations have been performed in their shop.

C7.2   When QC FROM KC is selected from the AIMS Journal Control Menu, this panel appears:

```
.----------------------------------------------------------------------.
|                                                                      |
| MRI:                    ---AIMS QC FROM KC---                        |
|----------------------------------------------------------------------|
| JTC    :        SPEC LIST IND:        PRIORITY:        ARTS:    ICRDB |
|                                                                      |
| JT     :                                                             |
|                                                                      |
|                                                                      |
|                                                                      |
| JTA    :                                                             |
|                                                                      |
| VOLUME :                          ISSUE:                             |
|                                                                      |
| PUBDATE:                                                             |
|                                                                      |
| JT XREF:                                                             |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
| RETURN/process  F1/hlp   F3/ext   F4/can   F5/nxt                    |
|                                                                      |
.----------------------------------------------------------------------.
```

C7.3   After the MRI is wanded in, although there is no need to type anything on the panel as filled in by the computer, all bibliographic information displayed must be verified against the journal.

If it is correct, press Function Key F5/next to call up the next blank screen for logging in the next journal.

If anything on the panel differs from the journal in hand, press Function Key F4/cancel and a blank screen will appear. Take the journal to the Head, Quality Control who will resolve the discrepancy with the Serial Records Section.

C7.4   When the MRI is wanded in, one of two directional messages will appear:

If the journal is to be indexed in-house or by an online contract indexer, this message appears on the screen:

FORWARD TO JOURNAL CONTROL MANAGER

If the journal has been indexed by an offline contract indexer, this message will appear:

FORWARD TO REVISER (NAME AND NUMBER)

C7.5   MRI ERROR MESSAGES

When the MRI is wanded in, these are the possible error messages appearing on the screen:

C7.5.1   PLEASE ENTER MRI

The MRI did not register when the wand passed over the bar code. Wand it in again or type it in.

C7.5.2   REQUEST DENIED. MRI HAS ALREADY RETURNED FROM KC

You are attempting to login a journal issue which has already returned from the Keyboard Contractor and has already been logged into Quality Control.

Leave the panel by pressing F4/cancel; a fresh panel will appear for wanding in another journal.

Take the journal already checked in to the Head, Quality Control.

C7.6   During the QC FROM KC operation every tenth journal wanded in, whether indexed or as yet unindexed, is tagged internally by the computer for "monitoring". Monitoring is a careful inspection of the product of the Keyboard Contractor to assess the quality of the input in accordance with the specifications in the contract between the National Library of Medicine and the Keyboard Contractor. See Section C13.

C7.6.1   When the tenth journal is counted, it is identified by a message at the bottom of the QC FROM KC Panel, advising the operator to MONITOR.

C7.6.2   If the monitor-tagged journal has not been indexed, this message appears:

MONITOR - THEN FORWARD TO JOURNAL CONTROL MANAGER

C7.6.3   If the monitor-tagged journal has already been indexed, this message appears:

MONITOR - THEN FORWARD TO REVISER (   ) ABCD EFGHIJ

The parentheses contain the three-digit code of the reviser, followed by his first and last names.

C7.6.4   All journals tagged for monitoring, whether forwarded to the Journal Control Manager (C7.5.2) or forwarded to a reviser (C7.5.3), are set aside for the monitoring operation to be processed in the most expedient and economical manner: at one time.

C7.7   To leave the QC FROM KC function for one journal to start with another, press F5/next. A blank panel will appear.

To leave the QC FROM KC function for another activity, press F5/next, then F3/exit. F5 saves the data on the panel and F3 takes you back to the AIMS Journal Control Menu.

C8

AIMS DCI LOGOUT

C8.1   The AIMS Domestic Contract Indexer Logout Panel is used by Quality Control
to logout (i.e., to assign) journals to contract indexers. It records that a
journal has been picked up by a local contract indexer or mailed to an out-of-
town contract indexer on a specific date.

C8.2   When DCI LOGOUT is selected from the AIMS Journal Control Menu, this panel
appears:

```
.-----------------------------------------------------------------------------.
|                                                                             |
| MRI:                    ---AIMS DCI LOGOUT---                               |
| -------------------------------------------------------------------------- |
| INDEXER NUMBER:             INDEXER NAME:                                   |
|                             CONTRACTOR :                                    |
|                             DATE       :                                    |
| -------------------------------------------------------------------------- |
| JTC   :        SPEC LIST IND:        PRIORITY:        ARTS:          ICRDB  |
|                                                                            |
| JT    :                                                                    |
|                                                                            |
|                                                                            |
| JTA   :                                                                    |
|                                                                            |
| VOLUME :                          ISSUE:                                    |
|                                                                            |
| PUBDATE:                                                                    |
|                                                                            |
| INOTE  :                                                                    |
|                                                                            |
|                                                                            |
|                                                                            |
| RETURN/process  F1/hlp   F3/ext  F4/can  F5/nxt                            |
|                                                                            |
'-----------------------------------------------------------------------------'
```

C8.3   After the MRI is wanded in, the usual bibliographic data of the specific
issue of the given journal appear on the screen. This should be checked care-
fully and any discrepancy must be taken to the Head, Quality Control who will
take it in turn to Serial Records Section. Press Function Key F4/cancel to
call up another panel.

       If the descriptive data are correct, proceed to verify the top portion of
the screen. Some fields seen now for the first time will already have been
filled in by the Journal Control Manager during routing (Section C12).

C8.3.1   NUMBER

This is an arbitrary three-digit number assigned to each indexer.

C8.3.2   NAME   .

The full name of the indexer appears.

C8.3.3   DATE

AIMS supplies the date.   The exact date is used by the administration to calculate current production and actual or projected backlogs.

C8.4   After the MRI has been wanded in, these are the possible error message appearing on the screen:

C8.4.1   PLEASE ENTER MRI

The MRI did not register when the wand passed over the bar code. Wand it in again or key it in.

C8.4.2   REQUEST DENIED.   MRI HAS BEEN INDEXED

You are trying to logout to a contract indexer an issue which has already been indexed.   Verify the MRI by wanding in again.

If the same message appears, press Function Key F4/cancel and take the issue to the Head, Quality Control.   This message is usually a warning of a duplicate issue and Serial Records Section must be notified.

C8.4.3   REQUEST DENIED.   MRI HAS BEEN LOGGED OUT

You are trying to logout to a contract indexer an issue which has already been logged out to one.   Verify the MRI by wanding in again.

If the same message appears, press F4/cancel and take the journal to the Head, Quality Control.   This message is usually a warning of a possible duplication of function.

C8.4.4   REQUEST DENIED.   INDEXER HAS NOT BEEN ASSIGNED

You are trying to logout an issue to a contract indexer before it has been routed by the Journal Control Manager to that indexer.   Verify the MRI by wanding it in again.

If the same message appears, press F4/cancel and take the journal to the Head, Quality Control.

For routing, see Section C12.

C8.4.5   REQUEST DENIED. INDEXER IS NOT A CONTRACT INDEXER

You are trying to logout to a contract indexer a journal issue which has been assigned to an inhouse indexer in the routing function. Verify the MRI by wanding it in again.

If the same message appears, press F4/cancel and take the journal to the Head, Quality Control. This message is usually a warning that the issue has probably been assigned in-house.

C8.5   To leave the DCI LOGOUT function after you finish processing a journal and to logout another journal to a contract indexer, press F5/next. A blank panel will appear.

To leave the DCI LOGOUT function for another activity, press F5/next, then F3/exit. F5 saves the data on the panel and F3 takes you back to the AIMS Journal Control Menu.

C9

AIMS DCI LOGIN

C9.1   The AIMS Domestic Contract Indexer Login Panel is used by Quality Control to login indexed journals received from contract indexers. It records that a journal has been returned by the contract indexer on a specific date.

C9.2   When DCI LOGIN is selected from the AIMS Journal Control Menu, this panel appears:

```
.-----------------------------------------------------------------------.
|                                                                       |
|                        ---AIMS DCI LOGIN ---                          |
| NO. OF ARTICLES INDEXED:               MRI:                           |
|-----------------------------------------------------------------------|
| INDEXER NUMBER:            INDEXER NAME:                               |
|                           CONTPACTOR :                                |
| REVISER NUMBER:           DATE       :                                |
|-----------------------------------------------------------------------|
| JTC    :          SPEC LIST IND:          PRIORITY:       ARTS:       ICRDB |
|                                                                       |
| JT     :                                                              |
|                                                                       |
|                                                                       |
| JTA    :                                                              |
|                                                                       |
| VOLUME :                               ISSUE:                         |
|                                                                       |
| PUBDATE:                                                              |
|                                                                       |
|                                                                       |
|                                                                       |
|                                                                       |
| RETURN/process  F1/hlp   F3/ext   F4/can   F5/nxt                     |
|                                                                       |
.-----------------------------------------------------------------------.
```

C9.3   After the MRI is wanded in, the usual bibliographic data of the specific issue of the journal in hand appear on the screen. This should be checked carefully and any discrepancy noted must be called to the attention of the Head, Quality Control. Press Function Key F4/cancel to call up another panel.

If the descriptive information is correct, proceed to fill out the top portion of the screen.

C9.4   The rubrics NUMBER, NAME, CONTRACTOR and DATE are all self-explanatory.
If not, see Sections C8.3.1 through C8.3.4.

C9.5   After the MRI has been wanded in, these are the possible error messages
appearing on the screen:

C9.5.1   PLEASE ENTER MRI

          The MRI did not register when the wand passed over the bar code. Wand it
in again or type it in.

C9.5.2   REQUEST DENIED. MRI HAS NOT BEEN LOGGED OUT

          You are trying to log back in a journal from a contract indexer before it
has been logged out. Verify the MRI by wanding in again. If the same message
appears, press Function Key F4/cancel and take the journal to the Head, Qual-
ity Control.

C9.5.3   REQUEST DENIED. MRI HAS BEEN LOGGED IN

          You are trying to login from a contract indexer a journal which has already
been logged back in. Verify the MRI by wanding in again. If the same message
appears, press F4/cancel and take the journal to the Head, Quality Control.

C9.5.4   REQUEST DENIED. INDEXER HAS NOT YET BEEN ASSIGNED

          You are trying to login a journal which has not yet been assigned to a con-
tract indexer. Verify the MRI by wanding in again. If the same message ap-
pears, press F4/cancel and take the journal to the Head, Quality Control.

C9.5.5   PLEASE ENTER NUMBER OF ARTICLES

          You have tried to leave this panel without first entering the number of ar-
ticles indexed by the contract indexer. Check the cover of the journal and
the Serial Throughput sheet on the inside cover to verify the number of arti-
cles indexed.

          If the two numbers are not in accord, you must hand-count the articles and
enter the number at ARTS: .

C9.5.6   USER NUMBER NOT DEFINED

          The identifying number for the indexer is incorrect. Notify the Head, Qual-
ity Control.

C9.   To leave the DCI LOGIN function when you have finished processing the journal and to login another journal from a contract indexer, press F5/next. A blank screen will appear.

     To leave the DCI LOGIN function for another activity, press F5/next, then F3/exit. F5 saves the data on the panel and F3 takes you back to the AIMS Journal Control Menu.

C10

AIMS KC LOGIN

C10.1   The AIMS Keyboard Contractor Login Panel is used by the Keyboard Contractor to login journals received from Index Section for editing and keyboarding.

It records that they have received a given journal on a given date.

C10.2   When KC LOGIN is selected from the AIMS Journal Control Menu, this panel appears:

```
.------------------------------------------------------------------------.
|                                                                        |
| MRI:                  ---AIMS KC LOGIN---                              |
| ---------------------------------------------------------------------- |
| JTC    :        SPEC LIST IND:        PRIORITY:        ARTS:      ICRDB |
| JT     :                                                               |
|                                                                        |
|                                                                        |
| JTA    :                                                               |
| VOLUME :                            ISSUE:                             |
| PUBDATE:                                                               |
|                                                                        |
|                                                                        |
|                                                                        |
|                                                                        |
| RETURN/process  F1/hlp   F3/ext   F4/can   F5/nxt                      |
|                                                                        |
.------------------------------------------------------------------------.
```

C10.3   After the MRI is wanded in, the usual bibliographic data of the specific issue of the journal appear on the screen. This should be checked carefully and any discrepancy noted must be called to the attention of the Head, Quality Control. Press Function Key F4/cancel to call up another panel.

If the descriptive information is correct, press Function Key F5/next to call up the next blank screen for logging in the next journal.

C10.4   After the MRI has been wanded in, these are the possible error messages
             appearing on the screen:

C10.4.1   PLEASE ENTER MRI

          The MRI did not register when entered. Wand it in again or key it in.

C10.4.2   REQUEST DENIED.   MRI HAS BEEN LOGGED IN TO KC

          You are attempting to login for keyboarding a journal issue which has al-
          ready been logged in. Verify the MRI by wanding it in again. If the same
          message appears, notify the Head, Quality Control.

C10.5   To leave the KC LOGIN function after you have finished processing the journal
             in hand, to login another journal for keyboarding, press Function Key F5/next.
             A blank screen will appear.

             To leave the KC LOGIN function for another activity, press F5/next, then
             F3/exit. F5 saves the data on the panel and F3 takes you back to the AIMS
             Journal Control Menu.

C11

AIMS KC LOGOUT

C11.1   The AIMS Keyboard Contractor Logout Panel is used by the Keyboard Contractor to logout journals for which editing, keyboarding, proofreading and on-line error correction have been completed by the Keyboard Contractor personnel.

It records that a journal has completed the editing and keyboarding cycle and records the date on which it is being returned to the Index Section.

C11.2   When KC LOGOUT is selected from the AIMS Journal Control Menu, this panel appears:

```
.--------------------------------------------------------------------.
|                                                                    |
| MRI:                   ---AIMS KC LOGOUT---                        |
| ----------------------------------------------------------------   |
| JTC    :        SPEC LIST IND:        PRIORITY:        ARTS:          ICRDB |
| JT     :                                                           |
|                                                                    |
|                                                                    |
| JTA    :                                                           |
| VOLUME :                        ISSUE:                             |
| PUBDATE:                                                           |
|                                                                    |
|                                                                    |
|                                                                    |
|                                                                    |
|                                                                    |
| RETURN/process   F1/hlp   F3/ext   F4/can   F5/nxt                 |
|                                                                    |
.--------------------------------------------------------------------.
```

C11.3   After the MRI is wanded in, the usual bibliographic data of the specific issue of the journal in hand appear on the screen. This should be checked carefully and any discrepancy noted must be called to the attention of the Head, Quality Control. Press Function Key F4/cancel to call up another panel.

If the descriptive information is correct, press Function Key F5/next to call up the next blank screen for logging in the next journal.

C11.4   After the MRI has been wanded in, these are the possible error messages
        appearing on the screen:

C11.4.1   PLEASE ENTER MRI

        The MRI did not register when wanded. Wand it in again or key it in.

C11.4.2   REQUEST DENIED. MRI HAS BEEN LOGGED OUT FROM KC

        You are attempting to logout a journal issue from keyboarding which has al-
    ready been logged out. Verify the MRI by wanding it in again. If the same
    message appears, notify the Head, Quality Control.

C11.5   To leave the KC LOGOUT function after you have finished processing the
    journal in hand and to logout another journal from keyboarding, press Function
    Key F5/next. A blank screen will appear.

        To leave the KC LOGOUT function for another activity, press F5/next, then
    F3/exit. F5 saves the data on the panel and F3 takes you back to the AIMS
    Journal Control Menu.

C12

AIMS ROUTING

C12.1   The AIMS Journal Routing Panel is used by the Journal Control Manager for routing journals to indexers and revisers.   Routing takes place after the journals have been checked into Quality Control Unit from Serial Records Section.

The Journal Control Manager determines whether a journal is to be indexed in Index Section or by a contract indexer, assigning the journal on the basis of an indexer's subject expertise, language competence and current backlog.

C12.2   When ROUTING is selected from the AIMS Journal Control Menu, this panel appears:

```
.--------------------------------------------------------------------.
|                                                                    |
| MRI:                    ---AIMS ROUTING---                         |
| ------------------------------------------------------------------ |
| INDEXER NUMBER:              INDEXER NAME:                          |
|                             CONTRACTOR  :                           |
| REVISER NUMBER:             REVISER NAME:                           |
| ------------------------------------------------------------------ |
| JTC    :         SPEC LIST IND:        PRIORITY:       ARTS:   ICRDB|
|                                                                    |
| JT     :                                                           |
|                                                                    |
|                                                                    |
| JTA    :                                                           |
|                                                                    |
| VOLUME :                          ISSUE:                           |
|                                                                    |
| PUBDATE:                                                           |
|                                                                    |
| INOTE  :                                                           |
|                                                                    |
|                                                                    |
|                                                                    |
| RETURN/process  F1/hlp   F3/ext   F4/can   F5/nxt                  |
|                                                                    |
'--------------------------------------------------------------------'
```

C12.3   After the MRI is wanded in, the usual bibliographic data of the specific issue of the journal in hand appear on the screen. This should be checked carefully and any discrepancy noted must be called to the attention of the Head, Quality Control. Press Function Key F4/cancel to call up another panel.

If the descriptive information is correct, press RETURN.

C12.4   When you press RETURN, the cursor moves to the INDEXER NUMBER field. Here
type in the unique code assigned to each indexer, then press RETURN.

Now appear the three-digit indexer number, the three-digit number assigned
to the indexer's reviser, the name of the indexer, the name of the contract
employer if the indexer is a contract indexer and the name of the reviser.

C12.5   When the routing information is displayed, press Function Key F5/next to
get a blank screen to proceed with the routing of another journal to another
indexer.

To leave the ROUTING function for another activity, press F5/next, then F3/
exit. F5 saves the data on the panel and F3 takes you back to the AIMS Journal
Control Menu.

C12.6   After the MRI has been wanded in, these are the possible error messages:

C12.6.1   PLEASE ENTER MRI

The MRI did not register when entered. Wand or key it in again.

C12.6.2   REQUEST DENIED. MRI HAS BEEN INDEXED

You are attempting to route to an indexer a journal which has already been
indexed. Verify the MRI by wanding it in again. If the same message appears,
notify the Head, Quality Control.

C12.6.3   MRI (   ) NOT FOUND-JCF

You are attempting to wand in a journal for which an MRI (shown in the par-
entheses) does not exist in the Journal Control File (JCF). Verify the MRI by
wanding it in again. If the same message appears, notify the Head, Quality
Control.

C12.7   If the MRI has been wanded in or typed in correctly, other error messages
for other errors are possible:

C12.7.1   REQUEST DENIED. USER IS NOT AN INDEXER

You have entered a number in the INDEX NUMBER field which has been assigned
to another type of worker in the User Profile (Section E). Check your typing
for an error in the number. If you typed the number correctly but the same
message appears, notify the Journal Control Manager.

C12.7.2 REQUEST DENIED. INDEXER NUMBER NOT DEFINED

You have entered a number in the INDEX NUMBER field which does not exist. The most likely explanation is that you made a typographical error in entering the figures. Check your typing. If you typed the number correctly but the same message appears, notify the Journal Control Manager.

C12.7.3 REQUEST DENIED. USER IS NOT A REVISER

Under normal conditions the reviser number does not need to be added manually: it is added automatically by the system when the journal issue is routed to an indexer who is revised.

Occasionally it is necessary to re-route a journal issue to a different reviser, for example, if the usual reviser is on vacation or sick. At such times if you enter the number of a reviser as shown in the User Profile (Section E), you will be allowed to proceed. If, however, you have entered a number in the REVISER NUMBER field which has been assigned to another type of worker as slated in the User Profile, you will receive the USER IS NOT A REVISER message.

Check your typing for an error in the number. If you typed the number correctly but the same message appears, notify the Journal Control Manager.

C12.7.4 REQUEST DENIED. REVISER NUMBER NOT DEFINED

You have entered a number in the REVISER NUMBER field which does not exist. The most likely explanation is that you made a typographical error in entering the figures. Check your typing. If you typed the number correctly but the same message appears, notify the Journal Control Manager.

C12.7.5 REQUEST DENIED. INDEXER IS UNREVISED

You are attempting to route to a reviser a journal indexed by an unrevised indexer. Notify the Journal Control Manager who will determine where in the processing flow the journal belongs.

C12.7.6 REQUEST DENIED. ARTS MUST BE ZERO TO DENOTE ZERO ARTICLES

A zero-article issue is an issue of a journal containing no indexable articles according to the subject matter of INDEX MEDICUS. When this message appears, it means that you have entered a journal as a zero-article issue.

You cannot go to the next panel to enter another journal until you first remove from the ARTS field the figure showing the estimated number of articles usually expected from that journal.

Replace the number in the ARTS field with 0 .

C12.7.7 REQUEST DENIED. INDEXER AND REVISER MUST BE BLANK ON ZERO ARTICLES

You have entered a number in the INDEXER NUMBER field for an issue which contains no indexed articles and which contains in the ARTS field - or should contain - a 0 .

Delete the number you typed in the INDEXER NUMBER field and type a 0 in the ARTS field.

C12.8   To leave the ROUTING function for the journal you finished processing and to route another journal, press Function Key F5/next. A blank screen will appear.

To leave the ROUTING function for another activity, press Function Key F5/next, then F3/exit. F5 saves the data on the panel and F3 takes you back to the AIMS Journal Control Menu.

C13

MONITORING

C13.1   The monitoring operation is under the aegis of the Quality Control Unit.
Just as indexers see only those panels directly related to the indexing op-
eration, those performing monitoring see only those panels related directly
to monitoring.

C13.2   The monitoring operation is performed in order to check on the competence
of keyboarding for compliance of the Keyboard Contractor with the standards
of quality written into their contract with the National Library of Medicine.

C13.3   Every tenth journal, whether indexed or as yet unindexed, is automatically
tagged for monitoring by the computer program. The tagging is done internally
within the computer during the Quality Control from Keyboard Contractor func-
tion (QC FROM KC: Section C7).

C13.4   When a monitor logs into the system, this panel appears:

```
.--------------------------------------------------------------------.
|                                                                    |
| .--------------------------AIMS PRIMARY MENU--------CON150M |      |
| |                                                          |       |
| |                                                          |       |
| |            1 -> JOURNAL CONTROL                          |       |
| |                                                          |       |
| |            2 -> SUBJECT ANALYSIS                         |       |
| |                                                          |       |
| |                                                          |       |
| |                                                          |       |
| |                                                          |       |
| |            FUNCTION  _                                   |       |
| |                                                          |       |
| |    SELECT FUNCTION BY NUMBER                             |       |
| |                                                          |       |
| |         RETURN/process   F1/hlp   F3/ext                 |       |
'--------------------------------------------------------------------'
```

He selects 2 , typing the figure where the cursor is flashing at FUNCTION,
then presses RETURN. The panel on the next page appears.

C13.5

```
.-------------------------------------------------------------.
|                                                             |
|  ----------AIMS SUBJECT ANALYSIS MENU-------CON300M         |
|                                                             |
|                                                             |
|            1 -> MONITOR                                     |
|                                                             |
|            2 -> QC CORRECTIONS                              |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|      RETURN/process       F1/hlp       F3/ext               |
|                                                             |
.-------------------------------------------------------------.
```

Select function 1 , typing it where the cursor is flashing, then press
RETURN. This panel is displayed:

C13.6

```
.-------------------------------------------------------------.
|                                                             |
| CMD:            --------------- JOURNAL ID --------------- P1 |
| MRI:                                                         |
| ----------------------------------------------------------- |
| JT:                                                         |
|                                                             |
|                                                             |
|                                                             |
| VOLUME:                        ISSUE:                       |
|                                                             |
| PUB DATE:                                                   |
|                                                             |
| SPEC LIST IND:        PRIORITY:        ARTS:                |
|                                                             |
| INOTE:                                                      |
|                                                             |
|                                                             |
|                                                             |
|                                                             |
|    RETURN/process F1/hlp        F3/ext F4/can F5/nxt      F10/listing |
|                                                             |
.-------------------------------------------------------------.
```

This panel is the same as that presented to every indexer at the start of
the indexing operation. The panels which follow are also those seen by in-
dexers since this segment of the monitoring operation requires that the same

PANELS TO BE MONITORED

```
.-------------------------------------------------------------------------.
|                                                                         |
| CMD:        ------------------- JOURNAL ID --------------------------- P1 |
| MRI:  NLM000500023                                                      |
| ----------------------------------------------------------------------- |
| JT:  ARCHIVES OF OTOLARYNGOLOGY                                         |
|                                                                         |
|                                                                         |
|                                                                         |
| VOLUME:  109                          ISSUE:  1                         |
|                                                                         |
| PUB DATE:  1983 Jan                                                     |
|                                                                         |
| SPEC LIST IND:        PRIORITY:  1     ARTS:    4                       |
|                                                                         |
| INOTE:                                                                  |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|      RETURN/process F1/hlp        F3/ext F4/can F5/nxt      F10/listing  |
|                                                                         |
'-------------------------------------------------------------------------.
```

```
.-------------------------------------------------------------------------.
|                                                                         |
| CMD:       ARCH OTOL  1983  Jan;109(1)                               P3 |
| O:        M:        I:099  R:        S:        Q:        LANG:  Eng __ __ __ |
| PAG.:  1-5                                              ANON:   REFS:    |
| AUTHOR:  Jerger J                                                       |
|          Hayes D                                                        |
| >        Klein AJ                                                       |
|          Ozdamar O                                                      |
|     **   Kraus L                                                        |
| AU AFL:  Department of Otorhinolaryngology and Communicative Sciences, Baylor |
|          College of Medicine, Houston.                                  |
| >                                                                       |
|                                                                         |
| TITLE:    Latency of the acoustic reflex in eighth-nerve tumor.         |
|                                                                         |
| >                                                                       |
|                                                                         |
| VERN:                                                                   |
|                                                                         |
| >                                                                       |
|                                                                         |
| MSG:                                                                    |
| >                                                                       |
|                                                                         |
| RETURN/process F1/hlp F2/*cat F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
|                                                                         |
'-------------------------------------------------------------------------.
```

Figure C13.6(1,2)

PANELS TO BE MONITORED

(continued)

```
.----------------------------------------------------------------------.
| CMD:          -------------------- ABSTRACT ----------------------------- P4 |
| ARCH OTOL  1983 Jan;109(1):1-5                                        |
| ------------------------------------------------------------------   |
|                                                                      |
| >        We evaluated acoustic reflex morphologic features in four subjects |
| >        with confirmed, unilateral acoustic neuroma. All four subjects |
| >        showed marked reduction in absolute reflex amplitude-intensity |
| >        function in the ear with the eighth-nerve disorder. The early, fast- |
| >        rising component of the normal reflex was also typically absent in |
| >        the ears with tumor. Interaural latency comparisons were made in |
| >        three ways. At equal reflex sensation levels and equal reflex sound |
| >        pressure levels, latency was substantially delayed in the ear with |
| >        eighth-nerve disorder. At equivalent reflex amplitudes, however, |
| >        latency was equivalent in normal ears and ears with eighth-nerve |
| >        disorder. Results suggest that delayed onset of the acoustic reflex |
| >        in subjects with eighth-nerve disorder may reflect amplitude and |
| >        wave-form morphologic effects rather than a latency prolongation per |
| >        se.                                                          |
| >                                                                    |
| >                                                                    |
| >                                                                    |
|                                                                      |
| RETURN/process F1/hlp F2/*cat F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
|                                                                      |
.----------------------------------------------------------------------.
```

```
.----------------------------------------------------------------------.
|                                                                      |
| CMD:          ARCH OTOL 1983 Jan;109(1):1-5                       P5 |
| A  _ PREGN              L _ CHICK EMBRYO  Y _ IN VITRO    k _ 20th CENT |
| B  _ INF NEW (to 1 mo)  M _ DOGS          Z _ CASE REPT   l X NIH/PHS SUP |
| C  _ INF (1 to 23 mo)   O _ GUINEA PIGS   b _ COMP STUDY  m _ OTH US GOV |
| D  _ CHILD PRE (2-5)    P _ HAMSTERS      c _ ANCIENT     n _ NON US GOVT |
| E  _ CHILD (6-12)       Q _ MICE          d _ MEDIEVAL               |
| F  _ ADOLESC (13-18)    S _ RABBITS       e _ MODERN     CIT TYPE:   |
| G  X ADULT (19-44)      T _ RATS          f _ 15th CENT              |
| H  X MID AGE (45-64)    U _ ANIMAL        g _ 16th CENT  w _ HIST ART |
| I  _ AGED (65+)         V _ HUMAN         h _ 17th CENT  x _ HIST BIOG |
| J  _ CATS               W _ MALE          i _ 18th CENT  y _ BIOG OBIT |
| K  _ CATTLE             X _ FEMALE        j _ 19th CENT  z _ ENG ABST |
| CHECK TAG(S):       _____                        |
| SUBJ NAME:                                                          |
|          2)                                                         |
|          3)                                                         |
|          4)                                                         |
| NIH GRANT #:  NS-10940                                              |
|          2)                                                         |
|          3)                                                         |
|          4)                                                         |
|                                                                     |
| RETURN/process F1/hlp F2/*cat F3/ext F4/can F5/nxt F7/up F8/dwn F9/fin |
|                                                                     |
.----------------------------------------------------------------------.
```

Figure C13.6(3,4)

PANELS TO BE MONITORED

(concluded)

```
 --------------------------------------------------------------------------
| CMD:          -----------------------DESCRIPTORS------------------------- P6 |
| ARCH OTOL  1983 Jan;109(1):1-5                                               |
|                                                                             |
|      G ADULT(19-44)                                                         |
|      H MID AGE(45-64)                                                        |
|      V HUMAN                                                                 |
|      W MALE                                                                  |
|      X FEMALE                                                               |
|      1 NIH / phs sup                                                        |
|      NEUROMA, ACOUSTIC / *physiopathol                                      |
|      *REFLEX, ACOUSTIC                                                       |
|      REACTION TIME                                                          |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
|                                                                             |
| RETURN/process F1/hlp F2/*cat F3/ext F4/can F5/nxt F6/ins F7/up F8/dwn F9/fin |
 --------------------------------------------------------------------------
```

Figure C13.6(5)

panels and the same data be checked for accuracy in compliance with the demands of the Quality Control contract with the Keyboard Contractor.

C13.7   The monitor wands in or types in the MRI. There will appear on the screen a completed panel. All the data on it will be checked against the journal being monitored. The data on the panel and the data on the journal MUST BE PERFECT.

C13.8   After inspecting the Journal ID Panel, press Function Key F5/next. This starts the same succession of panels presented to indexers. Each element of field must be inspected in order to detect any input errors.

Because of the high quality of keyboarding, there are seldom any errors, but a check must be made. If there are any errors, the monitor requests a printout of the panel by pressing Function Key F10/listing as evidence of the error. He then corrects the error.

All WARNINGS must be taken care of and all ERROR messages attended to.

C13.9   Again it should be stated that these data will almost always be perfect. If there is any discrepancy not caught at the earlier checkin operation during routine Quality Control checkin or during the initial steps of the monitoring procedure, it will be noted at this time for the attention of the Head, Quality Control, but it will be corrected by the monitor.

Before correcting the error, the monitor will press Function Key F10/listing in order to procure a printout of the keyboarding error as evidence.

C13.10   As explained in earlier portions of this manual, particularly in Section B, the chapters addressing the indexing operation, the user gets from panel to panel by pressing Function Key F5/next. EVERY ARTICLE IN THE JOURNAL BEING MONITORED MUST BE INSPECTED. See Figures C13.6(1) through (6).

These panels must be inspected for accuracy during the monitoring operation:

         Panel 1 - the Journal Identification panel
         Panel 3 - the Descriptive Information panel
         Panel 4 - the Abstract panel
         Panel 5 - the Check Tag panel
         Panel 6 - the Descriptor panel

C13.10.1 Panel 1 - Descriptive information on the cover of the journal

This has already been discussed in C13.6 and C13.7.

C13.10.2 Panel 3 - Descriptive information from the article

Check each of the following elements on this panel against the article:

- Are all authors there? Are they spelled correctly? Is the form of the name correct?

- Is the language correct?

- Is the Author Affiliation there when it should be? Are all required elements there?

- Is the English title or translated title correct? Was the subtitle taken if there? Was a rubric there if required by indexing policy? Was the publisher's rubric there when it should not have been? Are the words in the title capitalized and spelled correctly?

- Are accents present in the foreign title there? Are they correct? Was the subtitle taken if there?

C13.10.3   Panel 4 - Abstract

- Was the abstract taken as it should have been? Was the abstract not taken if it should not have been?

- Was the truncation of abstracts longer than policy allows made correctly?

- Are all words spelled correctly.

- Have all warnings of misspellings been checked?

C13.10.4   Panel 5 - Check tags, biographees' names, NIH grants

- Were all check tags visible from a data form taken? Are they correct?

- Was a biographee's name supplied if the article is a biography or obituary? Is the name spelled correctly?

- Was a PHS or NIH grant taken when it should have been? Is the grant number correct?

- Was any other grant number indicated? Is it correct?

C13.10.5   Panel 6 - For indexed journals, check tags repeated, main headings, subheadings

- Are all the descriptors visible from a data form there?

- Are check tags present? Are they correct?

- Are all subheadings present? Are they attached correctly to the main heading to which they belong?

- Have all warnings and errors been taken care of?
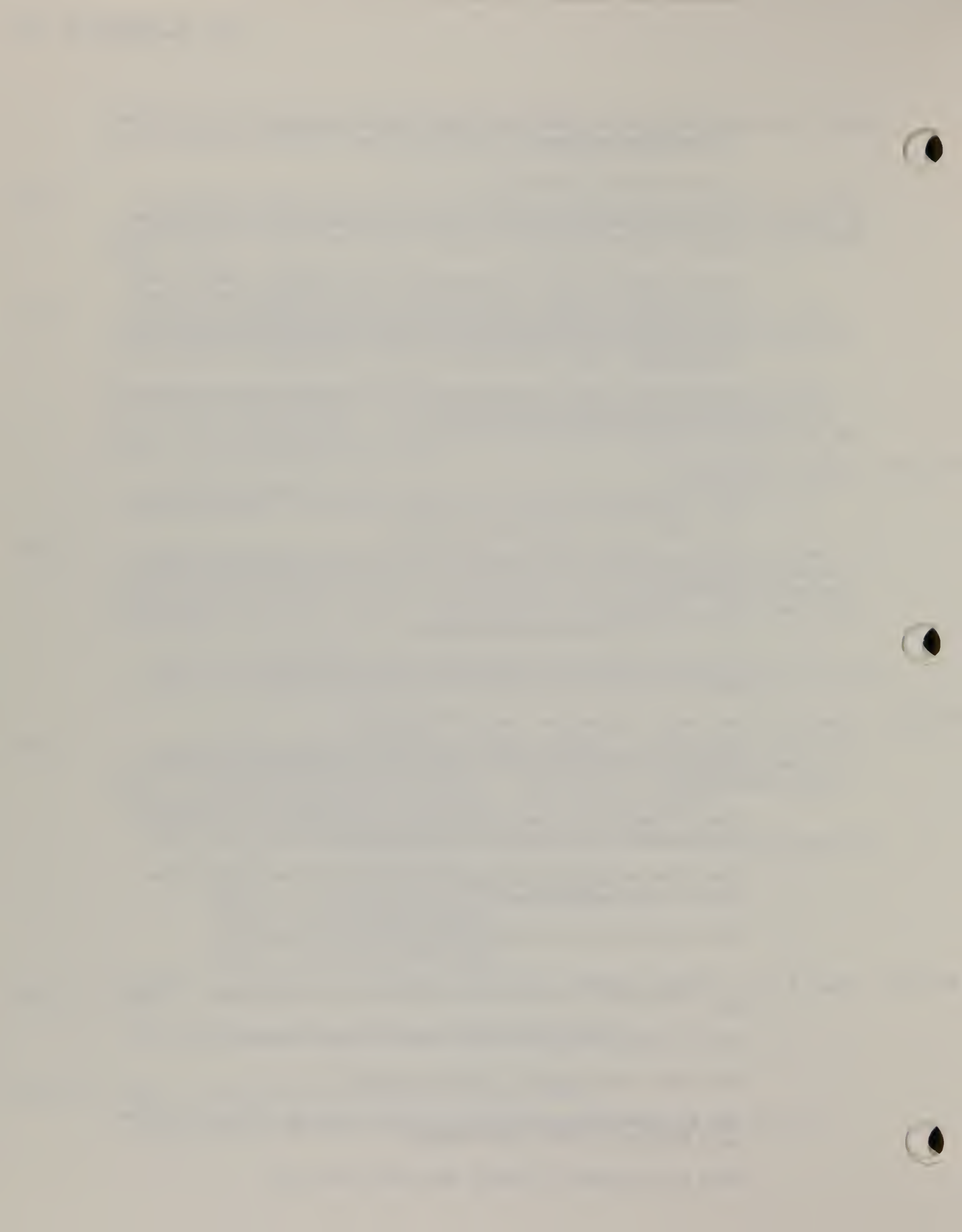
C14

JOURNAL RELEASE

C14.1   The Journal Release Panel is used by Quality Control to release completed
journals from the AIMS workflow into a file awaiting input into the MEDLINE
data base and INDEX MEDICUS.

C14.2   From the AIMS PRIMARY MENU shown below, choose 3 and type it in where the
cursor is flashing at FUNCTION. Then press RETURN.

```
------------------------------------------------------------------
|                                                                |
|    --------------------------AIMS PRIMARY MENU------------ CON150M |
|                                                                |
|                    1 → SERIAL RECORDS CHECKIN                   |
|                                                                |
|                    2 → JOURNAL CONTROL                          |
|                                                                |
|                    3 → SUBJECT ANALYSIS                         |
|                                                                |
|                    4 → USER PROFILE                             |
|                                                                |
|                                                                |
|                                                                |
|                  FUNCTION __                                    |
|                                                                |
|          SELECT FUNCTION BY NUMBER                             |
|                                                                |
|                                                                |
|             RETURN/process        F1/hlp       F3/ext          |
------------------------------------------------------------------
```

C14.3   From the primary menu above you are moved to a secondary menu shown on the
next page.

```
.----------------------------------------------------------------------.
|                                                                      |
| -------------------AIMS SUBJECT ANALYSIS MENU-----------CON300M      |
|                                                                      |
|                                                                      |
|                 1 -> MONITOR                                         |
|                                                                      |
|                 2 -> QC CORRECTIONS                                  |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
|       SELECT FUNCTION _                                              |
|                                                                      |
|                                                                      |
|                                                                      |
|       RETURN/process        F1/hlp         F3/exit                   |
|                                                                      |
'----------------------------------------------------------------------'
```

From the above secondary menu, choose 2 and type in this figure where the cursor is flashing at FUNCTION. Press RETURN.

C14.4   The familiar JOURNAL ID Panel then appears:

```
.----------------------------------------------------------------------.
|                                                                      |
| CMD:             -------------------- JOURNAL ID ----------------- P1 |
| MPI:                                                                 |
|----------------------------------------------------------------------|
| JT:                                                                  |
|                                                                      |
|                                                                      |
| VOLUME:                         ISSUE:                               |
| PUB DATE:                                                            |
| SPEC LIST IND:       PRIORITY:        ARTS:                          |
| INOTE:                                                               |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
|   RETURN/process F1/hlp       F3/ext F4/can F5/nxt      F10/listing   |
|                                                                      |
'----------------------------------------------------------------------'
```

On the Journal ID Panel, wand or type in the MRI, the Machine-Readable Identifier where the cursor is flashing. Press RETURN. This causes the panel to display all the identifying information for the issue indexed: the title, the volume, issue number, date, priority, number of articles indexed and other pertinent information for a given title.

Check the data on the screen with the data on the piece. It is almost always identical and therefore correct. Press Function Key F5/next.

C14.6   The panel below then appears, the Pagination Menu:

```
---------------------------------------------------------------------
|                                                                     |
| CMD:          --------------PAGINATION MENU----------------------  P2  |
|  ARCH OTOL   1993 Jan:109(1)                                        |
| ---------------------------------------------------------page 1 of 1  |
|                                                                     |
|   _    1          _    6           _   13 W        _   19 E          |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|                                                                     |
|   _ Entire journal       _ All Es         _ All Ws     _ All Cs      |
|  RETURN/process F1/hlp        F3/ext F4/can F5/nxt                   |
|                                                                     |
---------------------------------------------------------------------
```

The illustration above has been filled in to show you the position of the pagination of articles indexed in the issue of the journal the title of which is given in abbreviated form on the second line.

If any Errors, Warnings or Comments are shown by E, W or C, take care of them in accordance with policy. When they are taken care of or if there are none in evidence, press F5/next to arrive at the Journal Release Panel shown on the next page.

C14.7   The purpose of the journal release operation is to give a last-minute inspection for errors and warnings and to provide a vehicle for a running count of the number of articles available for transfer at any given time to the MEDLINE data base and INDEX MEDICUS. (NOTE: The illustration on the next page shows a panel referring to a different journal since an illustration was not available for the journal referred to in Section C14.16 above.)

```
.----------------------------------------------------------------------------.
|                                                                            |
|   MRI  NLM00'56'50900       ----JOURNAL RELEASE---                    F8    |
|   ----------------------------------------------------------------------   |
|   JTC    : OCM     SPECIAL LIST IND:    PRIORITY: 2   ARTS: 008            |
|     .                                                                      |
|   JT     : OBSTETRICAL AND GYNECOLOGICAL SURVEY                            |
|                                                                            |
|                                                                            |
|   JTA    : Obstet Gynecol Surv                                            |
|   VOLUME  : 40                          ISSUE: 7                          |
|   PUBDTE  : 1985 Jul                                                       |
|   GRAND|TOTAL|TOTAL|TOTAL|| F1  | F2  | F3  |     |     |     |     |     |  |
|   TOTAL| IM  |MEDLN| SL  || IM  | IM  | IM  |  N  |  D  |  F  |  C  |  A  | H |
|   -----|-----|-----|-----||-----|-----|-----|-----|-----|-----|-----|-----|- |
|   14180 13088 13772  1056   3856  6780  2488   456   163    0    29   67  341 |
|      8     8     8     0      0     8     0     0     0     0     0    0    0  |
|   14188 13096 13780  1056   3856  6788  2488   456   163    0    29   67  341 |
|                                                                            |
|             F1/hlp        F3/ext F4/can F5/nxt    .                        |
|                                                                            |
|                                     .                                      |
|                                                                            |
'----------------------------------------------------------------------------'
```

C14.8   The concept of this "tally" is similar to the one which appears in Section
C6, AIMS QC TO KC and it is used the same way.

The Journal Release panel arrives with the running total as of the moment
it appears, with breakdowns for the number of articles ready for printing in
INDEX MEDICUS. The single letters identify the various Special Lists dis-
cussed in C6.7; this total is shown.

To the total shown upon arrival under the dotted lines is added the number
of articles indexed from the journal on the screen. In the illustration this
is 8 articles. The final total at the bottom represents the added 8 articles
identified by source and priority.

The total at the bottom will appear on the next journal to be processed for
release.

C14.9   When you press Function Key F5/next in preparation for another journal, the
following panel may appear:

```
   .------------------------------------------------------------.
   |                                                            |
   |                          WARNING                           |
   |                                                            |
   |                                                            |
   |      THIS JOURNAL CANNOT BE RELEASED DUE TO THE            |
   |      FOLLOWING:                                            |
   |             __ COMMENTS EXIST                              |
   |                                                            |
   |             __ ERRORS EXIST                                |
   |                                                            |
   |                                                            |
   |                                                            |
   |                                                            |
   |            PRESS RETURN TO CONTINUE                        |
   |                                                            |
   '------------------------------------------------------------'
```

A number will appear on either the Comments line or the Error line or both, indicating the number of Comments or Errors existing in the journal.

Press RETURN and you will be returned automatically to the panel where the error or comment exists. Act on the comment or correct the error.

Press F5/next and proceed as you like.

C14.10   To process another journal for release, press Function Key F5/next. This key will register the release and present another Journal Release Panel for completion.

To leave the Journal Release operation, press F5/next, then press F3/exit.

To perform another function, keep pressing F3/exit until you get to a panel on which you can select a new function.

C14.11   ERROR MESSAGES

After the MRI is wanded in on the panel illustrated in C14.4, these ERROR messages can appear:

C14.11.1   PLEASE ENTER MRI

The MRI did not register when the wand passed over the bar code. Wand it in again or key it in.

C14.11.2   PLEASE ENTER FUNCTION KEY

On the Journal Release Panel you are required to press a Function Key to release the journal. Press F5/next to release it or F4/cancel if it is not to be released.

C14.11.3   REQUEST DENIED. MRI HAS BEEN RELEASED

You are attempting to release a journal which has already been released. It may have returned to the work flow by mistake. Take the journal to the Head, Quality Control for resolution.

C14.11.4   REQUEST DENIED. MRI HAS NO PUB DATE

In order to be released an issue must carry a date of publication, shown on the Journal Release Panel as PUBDATE. Since this descriptive or identifying information is checked at so many different work stations, it is unlikely that a journal would get this far without having been caught earlier.

If, however, in the unlikely circumstance that this ERROR message appears, check the Serial Throughput Card attached to the inside front cover, verifying it with the date of publication printed on the outside cover and add it to the PUBDATE field in the form appearing on the Serial Throughput Card.

C14.11.5   REQUEST DENIED.   REVISING HAS NOT BEEN COMPLETED

Revision is considered incomplete for two reasons. First, the ERRORS and COMMENTS have not been taken care of by the indexer or reviser. Second the journal was mistakenly sent out for release from an indexer who MUST be revised first.   It will be assumed that the reviser did not see this journal although he should have.

Cancel the panel by pressing Function Key F4/cancel and route the issue back to the reviser.

PART D

SPECIAL LISTS

D1

SERIAL RECORDS CHECKIN

D1.1   This portion of the manual is devoted to three major operations relating
to the checking in of the journals for the Special Lists, the maintenance of
the records pertaining to these journals and the creation of the Serial
Throughput Record for these journals as described for INDEX MEDICUS journals
in Part B, Section B3.5.

D1.2   The AIMS PRIMARY MENU is presented as below to all personnel of Index
Section involved in handling journals. Only select workers involved in the
processing of journals for the so-called Special Lists will have access to
the panels controlled by the Serial Records Checkin aspects of AIMS.

```
.----------------------------------------------------------------------.
|                                                                      |
|                                                                      |
|   --------------------AIMS PRIMARY MENU------------ CON150M          |
|                                                                      |
|                                                                      |
|              1 → SERIAL RECORDS CHECKIN                              |
|                                                                      |
|              2 → JOURNAL CONTROL                                     |
|                                                                      |
|              3 → SUBJECT ANALYSIS                                    |
|                                                                      |
|              4 → USER PROFILE                                        |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
|         FUNCTION                                                     |
|                                                                      |
|     SELECT FUNCTION BY NUMBER                                        |
|                                                                      |
|                                                                      |
|         RETURN/process        F1/hlp       F3/ext                    |
|                                                                      |
'----------------------------------------------------------------------'
```

D1.3   The Serial Records Checkin operation controls all journals entering the
National Library of Medicine. They must pass through the Serial Records
Section where those journals not indexed in INDEX MEDICUS are sent to the
Circulation and Control Section of the Reference Services Division and those
journals indexed in INDEX MEDICUS are sent to Index Section, Quality Control
Unit.

D1.4   In addition to the journals subscribed to by the National Library of Med-
icine and those indexed for INDEX MEDICUS, another class of journals enters
Index Section: those indexed under cooperative arrangements with the American
Dental Association, the American Hospital Association and the American Journal
of Nursing, Inc.   This is discussed very briefly in Sections A1.7 and C6.7.

D1.5   Journals are sent by the three aforementioned organizations to their per-
sonnel stationed in Quality Control Unit.   These journals are checked in
under the AIMS control, are indexed by their personnel and cited in their
specialized bibliographies and the Special Lists of the MEDLARS data bases.

D1.6   The Serial Records Checkin panels are accessible to only Serial Records
personnel.   The numerous sets of panels for their many operations will not
be discussed in this manual since they bear no relevance to Index Section:
only those activities of Serial Records Checkin which concern the employees
working on the Special List journals will be discussed in Part D.

D1.7   Serial Records Section has authorized only certain members of the Quality
Control Unit and the onsite employees of the organizations mentioned in Sec-
tion D1.4 to have access to the panels discussed in this portion of the man-
ual.   The USERID and the PASSWORD of these authorized workers are run against
a USER PROFILE (see Part E) and when they have logged in, they are presented
with only those panels relevant to their checkin.

D1.8   TERMINALS

        The Serial Records Checkin operations use the same terminals described in
    -    detail in Part A, the CONCEPT and the TELEX.   Section A4 gives a description
        of the CONCEPT keyboard and A5 of the TELEX.

D1.9   LOGON AND LOGOFF

        The LOGON and LOGOFF procedures for the CONCEPT are described in Sections
        A6 and A7, while the procedures for the TELEX are given in Sections A8 and A9.

D2

FUNCTION KEYS

D2.1   In Parts A and B all illustrations of the screens used in AIMS show a leg-
end at the bottom of each panel noting various internal directions to the
computer, so-called FUNCTIONS. These functions have been assigned arbitrary
key numbers and are shown on the illustrated panels with a number and a des-
ignation, for example, F1/help, F7/up.

D2.2   The Function Keys and their functions in indexing are explained in Section
A12. The indexing operation uses ten Function Keys but Serial Records Checkin
uses only seven. Both use the RETURN key.

D2.3   The Function Keys assigned to Serial Records Checkin differ from those used
in indexing in that the latter have fixed names and fixed functions. That is,
F4/cancel always means that you want to cancel what you typed on the panel on
the screen.

In the Serial Records Checkin operation the name of the key and the function
it performs differ from panel to panel. This means that we cannot collect here
in simple form the names and functions; instead, refer to the Function Key as
shown on the bottom of the panel on the screen displayed. The explanation of
its name and function is given at the time the panel itself is discussed.

D2.4   RETURN/process

This is the same function in all AIMS activities. It means that you have
completed what you wanted to do on the panel, want it processed and want to
go to the next operation or the next panel.

Throughout this manual the RETURN/process key is referred to as RETURN. This
is the convenient name used on the CONCEPT terminal; its counterpart on the
TELEX terminal is ENTER. The word RETURN is used for ENTER regardless of the
terminal manufacture.

D3

SPECIAL LIST CHECKIN

D3.1   After selecting the Serial Records Checkin as the function wanted from among the choices on the panel shown in D1.2, this panel appears:

```
.------------------------------------------------------------------.
|                                                                  |
| -------------------AIMS SR CHECKIN MENU----------- CON200M        |
|                                                                  |
|             1 → SPECIAL LIST CHECKIN                              |
|             2 → SPECIAL LIST MAINT.                               |
|             3 → CREATE THROUGHPUT CARD                            |
|                                                                  |
|                                                                  |
|                                                                  |
|             FUNCTION                                             |
|                                                                  |
|     SELECT FUNCTION BY NUMBER                                     |
|                                                                  |
|         RETURN/process     F1/hlp        F3/ext                   |
'------------------------------------------------------------------'
```

You will now make another choice by typing the number of the function you want to perform from among those listed.

Each of the functions requires lengthy explanation and will be described in this manual in the order in which they appear on the screen above.

D3.2   FUNCTION KEYS

F1/help

By pressing this key on most panels you will be shown a little "manual" explaining the features of the operation you are engaged in.

F3/exit

    By pressing this key you will be taken back to the AIMS PRIMARY MENU. If you press it again, you will be taken back to the LOGOFF panel. In other words you will press F3/exit on this panel when you want to leave it or when you want to leave the system.

RETURN

    This takes you to the next screen programmed in an order logical to the function you requested.

D3.3   If you neglect to type in a figure on the AIMS SERIAL CHECKIN panel and press RETURN by mistake, the following message will appear at the bottom of the screen:

<div align="center">ENTER DESIRED FUNCTION</div>

Do it and then press RETURN.

D3.4   Once a function is selected and a figure typed in, press RETURN. This takes you to the panel of your choice.

D4

SEARCH PANEL

D4.1   Having selected SPECIAL LIST CHECKIN as your choice of activity, you will
be presented with this panel called the Search Panel:

```
.-------------------------------------------------------------------------.
|                                                                         |
| ENTER ISSN:    ___ - ___                                                |
| ENTER TK:      _____       KEYWORD _____   |
| ENTER SEQ:     _____                                                  |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
|                                                                         |
| RETURN/PROCESS    F3/END SESSION     F4/NEW FUNCTION      F7/UP F8/DOWN  |
|                                                                         |
'-------------------------------------------------------------------------'
```


D4.2   This panel is used to enter an identifier of the journal you want to "check"
into the AIMS system. This is the first port of entry which permits the in-
dexing and quality control processes to go into operation.

D4.3   There are three ways of checking in a Special List journal but only one is
necessary. Choose the one that is easiest for you or the one you prefer in
relation to your work habits.

D4.4   ENTER ISSN

        ISSN stands for International Standard Serial Number. This number is usu-
ally on the front cover, if one is given.

In addition to its presence on or in the journal, the ISSN is available from SERLINE (SERials onLINE, one of the MEDLARS data bases) and from the LIST OF SERIALS INDEXED FOR ONLINE USERS. These latter sources take time to search so you will probably prefer to use one of the methods below instead if the ISSN is not on the piece.

Type the ISSN number in the space provided:

ENTER ISSN: <u>0025</u> - <u>9284</u>

D4.5   ENTER TK

TK stands for Title Key and consists of four elements separated by slashes (/ / /):

- the first three letters of the first significant word

- the first letter of the second word

- the first letter of the third word

- the first letter of the fourth word

HOSPITAL ADMINISTRATION OF CANADA   hos/a/o/c

In constructing the title key use all of the first four title words, including words that are generally considered to be insignificant (a, the, of, an, etc.) or that are not distinctive. To make the title search unique, however, use the device explained below where KEYWORD is discussed (Section D4.6).

If a title contains fewer than four words, the Title Key is shortened accordingly but it must always end with a letter, not a slash:

HOSPITAL INFECTION CONTROL   hos/i/c

If the first word of the title contains fewer than three letters, the first element of the Title Key must be entered with a space before the first slash:

US NAVY MEDICINE   us /n/m

D4.6   KEYWORD

When the TK has been entered, an additional qualifier must be added, a keyword.

After KEYWORD type any word of the title, preferably a distinctive one.

If the first three words of the title are those familiarly used for journal titles, especially the generic forms ANNALS OF THE ....., ARCHIVES OF THE ...., BULLETIN OF THE ...., JOURNAL OF THE ...., it will be wise to choose as a KEYWORD a word in the title which will better identify the journal title.

That is, JOURNAL OF HEALTH CARE MARKETING and JOURNAL OF HEALTH CARE TECHNOLOGY, both in the Special List for health, would best be entered respectively as

ENTER TK:	jou/o/h/c	KEYWORD:	marketing
ENTER TK:	jou/o/h/c	KEYWORD:	technology

since the keywords are distinctive in this pair.

If a TK is entered without a KEYWORD, an ERROR message at the bottom of the screen will read

KEYWORD AND TITLE KEY REQUIRED FOR TITLE SEARCH

Enter the KEYWORD and press RETURN.

D4.7   ENTER SEQ

SEQ, SEQuence Number, is a unique identifier for the journal title. It is found in the SERLINE record and in the LIST OF SERIALS INDEXED FOR ONLINE USERS. It is a letter followed by eight digits: J22494000, for example, is the actual SEQ of the JOURNAL OF HEALTH CARE MARKETING used to illustrate the TK above.

Here is an example of the top of the Search Panel filled in for a journal entitled REVISTA DA FACULDADE DE ODONTOLOGIA DA UNIVERSIDADE DE SAO PAULO:

```
-------------------------------------------------------------------
|                                                                 |
|                                                                 |
|    ENTER ISSN:    0581-6866                                     |
|                                                                 |
|    ENTER TK:      rev/d/f/d         KEYWORD     paulo           |
|                                                                 |
|    ENTER SEQ:     R34020000                                     |
|                                                                 |
|                                                                 |
-------------------------------------------------------------------
```

This is an excellent example since you can compare it with two other titles in the Special List for dentistry, REVISTA DA FACULDADE DE ODONTOLOGIA DE RI- BEIRAO PRETO and REVISTA DA FACULDADE DE ODONTOLOGIA DA UNIVERSIDADE FEDERAL DA BAHIA. If you want to enter the TK, you must think about the fact that the first six words of the title are identical!

D4.9   FUNCTION KEYS

F3/end session

You want to leave the panel and the system. Pressing F3 takes you back to the AIMS LOGOFF panel.

F4/new function

    You want to go back to the AIMS SR CHECKIN MENU to select a different function.

F5/new title

    You want to erase whatever you typed on this panel to have it ready for fresh typing.

RETURN/process

    You have completed processing as requested and you want to go to the next panel in logical sequence to the operation.

D4.10   If you press RETURN without having entered a code as required, this message appears at the bottom of the screen:

<div align="center">

ONE OF TK, ISSN, SEQ REQUIRED

</div>

Enter a code, then wait for the pre-programmed blank form to appear on the screen. The panel which the correct type of a code elicits is the Order/ Selection Panel. See Section D5.

D5

ORDER/COPY SELECTION PANEL

D5.1   After entering a code for the Special List journal you are checking in, an Order/Copy Selection Panel appears.

This is a busy panel containing much information used by Serial Records Section in processing NLM journals. The fields not used by Special List personnel will not be discussed here.

D5.2   When the Order/Copy Panel appears, Special List workers will proofread and verify against the piece only the

                    - title of the Special List journal

                    - place of publication (PL)

                    - name of the publisher (PU)

D5.3   If the information is correct - and it usually is - type in the Order/Copy field the figures 01 , as

                    ORDER? _01_   COPY? _01_

Ordinarily for NLM journals, ORDER refers to the number of copies ordered from the dealer from whom the Library purchases the journal and COPY refers to the number of copies requested by the Library for its stacks.

Since Special List journals are neither ordered by NLM nor retained and stored by them, these fields do not actually apply. But because the ORDER? and COPY? fields must be filled in, in accordance with the computer demands, an arbitrary code of 01 will be typed in this field as above.

When you have typed in 01 01 , press RETURN to get to the next panel.

D5.4   If you forget to type 01 01 and press RETURN, a beep sounds and this message appears at the bottom of the screen:

                    ORDER NUMBER OUT OF RANGE

If you mistakenly type the letter O instead of the number 0 , or the letter l for the number 1 , this message appears at the bottom of the screen:

ORDER NUMBER MUST BE NUMERIC

If you type Ol after ORDER? but forget the COPY?, when you press RETURN this message appears at the bottom of the screen:

COPY NUMBER IS OUT OF RANGE

If you type Ol after COPY? but forget the ORDER?, this message appears at the bottom of the screen:

ORDER NUMBER IS OUT OF RANGE

Type in the Ol's as required, press RETURN and proceed to the next panel.

D5.5   Here is the Order/Copy Selection Panel after processing:

D5.6   FUNCTION KEYS

F4/cancel

Pressing this key merely returns you to the preceding panel. Since you are
typing nothing on this screen except the 01's and since you are merely proof-
reading the items named in Section D5.2, you will press F4/cancel only if you
detect that you are checking in a different journal or if you detect an error
in the descriptive data of the journal in your hands. If the latter, take the
journal to the Head, Quality Control Unit, who will resolve the error.

When you press F4 a beep sounds and this message appears at the bottom of
the screen:

PLEASE CONFIRM CANCELLATION

Press F4 again and you are taken back to the preceding screen.

ROLLUP/UP
ROLLDN/DOWN

These functions are not used on this panel since there is nothing beyond
the programmed fields which are so full that more space is needed. This func-
tion can be ignored on this panel.

RETURN/PROCESS

Pressing this takes you to the next panel to be processed in the Serial
Records Checkin operation.

D6

CHECKIN PANEL

D6.1   The Checkin Panel shows a record of all issues of a title checked in to
date. It is used by the Special List indexer only to enter or check in the
piece in hand. The fields filled in automatically from Serial Records Sec-
tion records can be ignored; only those fields of concern to the Special List
indexer are discussed below.

D6.2   Here are illustrations of the Checkin Panel before and after processing by
the Special List indexer:

```
+------------------------------------------------------------------+
|                                                                  |
|   ELECTRONIC CASE REPORTS                                        |
|                                                                  |
|   ETEN  SO          CALENO W1 FE793              SOURCE  SPECLIST |
|   THIS IS CHECK OF OF OF SHELVING. INDEXING.  ROUTING.  IN       |
|   REMARKS                                                        |
|                                                                  |
|   FROM    ***INDEXED BY ADA***                                   |
|   RECEIVE MONTH          YEAR    VOL    ISSUE    OTHER      INPUT |
|      X                                                       KEY  |
|   CNOTE                                                           |
|                                                                  |
|   REC MONTH       YEAR    VOL    ISSUE    OTHER      INPUT  DATE  ITEM NO |
|      X            1985     7      1                   NAS   850830 324511 |
|      Y            1984     6      2                   NAS   850204 256673 |
|      Y            1984     6      1                   NAS   840806 194702 |
|      Y            1983     5      2                   NAS   840125 128737 |
|      X            1983     5      1                   NAS   831206 115799 |
|      X            1982     4      2                   NAS   831206 115796 |
|      X            1982     4      1                   NAS   831206 115792 |
|                                                                  |
|   F1/NEXT TITLE   F2/NEXT RECEIPT  F5/NEXT ORDER   F3/RECALL NOTES  ROLLUP/UP |
|   RETURN/PROCESS  F6/RECALL RECEIPT                F4/CANCEL        ROLLDN/DOWN |
|                                                                  |
+------------------------------------------------------------------+
```

```
 ----------------------------------------------------------------------
|                                                                      |
|   PERIODONTAL CASE REPORTS                                           |
|                                                                      |
|                                                                      |
|   FREQ  AO          CALLNO  U1 FE793                  SOURCE  SPECLIST|
|   THIS IS ONLY ON TITLE OF SHELVING, INDEXING, ROUTINE, IN           |
|   INDEX                                                              |
|                                                                      |
|   FREQ      ***INDEXED BY ADA***                                     |
|   RECEIPT  MONTH           YEAR     VOL     ISSUE     OTHER      INPUT|
|      Y                     1985     7       2                    KXK  |
|   CNOTE                                                              |
|                                                                      |
|   RECTYPE    ISSUE12  TOLM M   B50823  ARTS  4    IND   013  MRI  NI M00522222? |
|   FREQ  MONTH          YEAR     VOL    ISSUE    OTHER      INPUT  DATE    ITEMNO |
|      Y                 1985     7      1                   NAS    850830 326511 |
|      Y                 1984     6      2                   NAS    850204 253473 |
|      X                 1984     6      1                   NAS    840806 194702 |
|      X                 1983     5      2                   NAS    840125 128737 |
|      Y                 1983     5      1                   NAS    831206 115799 |
|      X                 1982     4      2                   NAS    831206 115796 |
|      X                 1982     4      1                   NAS    831206 115792 |
|   PLEASE ENTER DEMAND MRI CODE                                       |
|                                                       ROLLUP/UP       |
|   RETURN/PROCESS                        F4/CANCEL     ROLLDN/DOWN      |
|                                                                      |
 ----------------------------------------------------------------------
```

Note that the panel contains a double line of Function Keys after processing.

D6.3   The cursor is positioned where the Special List indexer starts entering data.

D6.4   At RECTYPE (standing for Receipt Type), press the TAB key to enter the citation field; type in as shown on the piece in hand the month, year, volume, issue, pressing the TAB to get from element to element.

OTHER relates to any other pertinent identifying information like SU for a supplement, SN for a special number designated by the publisher, etc.

INPUT contains the initials of the Special List indexer taken automatically from the login panel.

D6.5   CNOTE, meaning Checkin Note, contains information for either Serial Records checkers or Special List indexers. For the latter, the note may give information warning about some feature peculiar to the journal. For most Special List journals there is no CNOTE.

D6.6   REC records with an X all issues received and checked in by the Special List indexer to date.

It lines up all the pieces with the month, year, volume number and issue shown.

Also recorded are the initials of the Special List indexer who checked in the journal and the date on which it was checked in.

The computer assigns an arbitrary identifying item number used in the Special List Maintenance operation; see Section D7.4.

D6.7   After typing in on the RECTYPE line the month, year, volume and issue numbers - all or whatever is on the piece - press RETURN.

D6.8   Appearing on the same screen, under CNOTE, will be a new set of fields,

              REC_FC: TO_NLM   ARTS: IND: MRI:

and at at bottom of the screen, a message saying

                         PLEASE ENTER OR WAND MRI CODE

At the same time, the functions and function keys listed at the bottom of the screen (see Section D6.2) change to read only

                                                      ROLLUP/UP
          RETURN/PROCESS   F4/cancel   ROLLDN/DOWN

D6.9   REC_FC

     In this field type the date the piece is received at the "Foreign Center" (FC). For Special List indexers "Foreign Center" means the American Dental Association, the American Hospital Association and the American Journal of Nursing, Inc.

     Type the date in this form,   860101   , for example, for a piece dated by the parent organization as 1 January 1986.

     TO_NLM

     In this field type the date the piece was sent from the parent organization to NLM. Use the same form as above for the date.

     ARTS

     In this field type the number of articles indexed by the parent organization for the piece.

     IND

     In this field appears the indexing code assigned to the parent organization. This code is entered automatically by the computer from the Serial Records files.

MRI

In this field type or wand in the unique Machine-Readable Identifier to be attached to the data forms indexed by the parent organization.

The MRI is discussed fully in Section A.10.

D6.10   After you have wanded in the MRI, you are taken automatically back to the Search Panel for the logging in of the next Special List journal.

If the wand is unavailable and you have typed in the MRI, press RETURN and you will then be taken back automatically to the Search Panel for the logging in of the next Special List journal.

Enter the MRI and the message will disappear.

If you enter an incorrect MRI - incorrect in that you failed to type NLM, you will receive this message:

MRI CODE MUST BEGIN WITH NLM

BACKTAB and correct. The message will disappear.

If you fail to type the correct number of digits, you will receive this message:

MRI CODE MUST END WITH 9 DIGITS

Supply the correct digits and the message will disappear.

D6.11 -   If you want to enter multiple issues of the same title, start with the Search Panel. Go on to the Order/Copy Panel.

When you arrive at the Checkin Panel, the ensuing operations must be tied to the wanding in of the MRI or its typing in.

Instructions below give the step-by-step procedure for first, entering your multiple issues when using the wand; second, entering multiple issues when typing in the MRI. The instructions use as an example the checking in of three issues of the same title.

D6.11.1   Entering multiple issues WANDING IN THE MRI:

Issue No. A   1. process the Search Panel and Order/Copy Panel to
                        arrive at the Checkin Panel

                     2. complete the RECTYPE line

                     3. press F2/next receipt

                     4. REC_FC line appears; fill it in

5. wand in the MRI

6. data typed in the REC-FC line disappear

7. data typed in the RECTYPE line move down to the roster of issues checked in

8. the cursor is at INPUT on the RECTYPE line

9. BACKTAB to the beginning of the RECTYPE line

Issue No. B   1. fill in the RECTYPE line

2. press F2/next receipt

3. repeat steps 4 through 8 above

Issue No. C   1. fill in the RECTYPE line

2. press RETURN

3. REC-FC line appears; fill it in

4. wand in the MRI

5. you are returned to the Search Panel for entering a new title

D6.11.2   Entering multiple issues TYPING IN THE MRI:

Issue No. A'   1. process the Search Panel and Order/Copy Panel to arrive at the Checkin Panel

2. complete the RECTYPE line

3. press F2/next receipt

4. REC-FC line appears; fill it in

5. type in the MRI

6. press RETURN

7. data typed in the REC_FC line disappear

8. data typed in the REC_FC line move down to the roster of issues checked in

9. the cursor is at INPUT on the RECTYPE line

10. BACKTAB to the beginning of the RECTYPE line

Issue No. B'   1. fill in the RECTYPE line

2. press F2/next receipt

3. repeat steps 4 through 10 above

Issue No. C'   1. fill in the RECTYPE line

2. press RETURN

3. REC_FC line appears; fill it in

4. type in the MRI

5. press RETURN

6. you are returned to the Search Panel for entering
   a new title

D6.12   FUNCTION KEYS

Two lines of function keys appear when you are first presented with the
Checkin Panel. The upper set disappears after you fill in the RECTYPE line
and press RETURN.

Not all of the function keys shown on the Checkin Panel are used by all
Special List indexers. Only those used by all will be discussed here. They
are discussed, however, in the order of frequency of use, rather than appear-
ance on the panel.

D6.12.1   RETURN/process

Press this key to perform the next activity or to go to the next panel
in the logical sequence of the operation.

D6.12.2   F4/cancel

This key on this panel performs two functions:

- it returns you to the previous panel if you have not yet begun
  to process this panel or if you completed the processing by
  pressing RETURN

    or

- it cancels what you have decided you typed incorrectly if you
  have not yet processed by pressing RETURN

D6.12.3   F2/next receipt

> Press this key during the process of entering multiple issues; see D6.11

D6.12.4   ROLLUP/up

> The roll-up function is used to peruse the records of issues continued on one or more ensuing panels.

> To see additional panels showing this field, press F8.

D6.12.5   ROLLDN/down

> The roll-down function is used to return to the top of the field on the panel you left.

> To return to the top of the field, press F7.

D6.13   ERROR messages

D6.13.1   RECTYPE   field

> If you have typed in a duplicate copy (i.e., one already appearing in the roster of issues checked in), this message will appear:

<p align="center">DUPKEY ALREADY EXISTS</p>

D6.13.2   Check the date, etc., of the piece. If you have typed it correctly and it is indeed a duplicate, press F4/cancel to leave the panel.

> If you typed the date, etc., incorrectly, BACKTAB and retype the correct information and process as usual. The message will disappear.

> If you start entering date information under the word RECTYPE, failing to TAB to the MONTH field and continuing to add the rest of the required date, pressing RETURN will cause this ERROR message to appear at the bottom of the screen:

<p align="center">INVALID RECTYPE - MUST BE C/N/X</p>

BACKTAB to RECTYPE and add X , then proceed as usual. The message will disappear.

> If you make a typing error in the YEAR field, this message appears:

<p align="center">YEAR FORMAT 19NN or 19NN-NN : IE 1983 OR 1983-84</p>

BACKTAB and correct the typing error. The message will disappear.

D6.13.3   REC_FC

If you make an error in typing the MONTH (e.g., using more than 12 for the designation of the month) or the days (e.g., using more than 31 for the designation of the day), your typed error appears on the screen in a different color if you are using a color terminal and this message appears on the screen:

The value does not conform to the pre-defined   +++

TAB to the field and correct the error.   The message will disappear.

TO_NLM

See the above paragraph at REC_FC.

D6.13.4   MRI

If you forget to enter the MRI and press RETURN, you will receive this message:

IM JOURNALS REQUIRE MRI CODE

Enter the MRI and proceed.

D7

SPECIAL LIST MAINTENANCE

D7.1   The file maintenance operation is necessary since from time to time a
serial record must be corrected, changed or deleted.

D7.2   Special List Maintenance is one of the functions available from the AIMS
SERIAL RECORD CHECKIN MENU:

```
.---------------------------------------------------------------------.
| .-----------------------------------------------------------------. |
| |---------------------AIMS SR CHECKIN MENU----------- CON200M      | |
| |                                                                 | |
| |                                                                 | |
| |               1 -> SPECIAL LIST CHECKIN                          | |
| |                                                                 | |
| |               2 -> SPECIAL LIST MAINT.                           | |
| |                                                                 | |
| |               3 -> CREATE THROUGHPUT CARD                        | |
| |                                                                 | |
| |                                                                 | |
| |                                                                 | |
| |                                                                 | |
| |                                                                 | |
| |               FUNCTION                                          | |
| |                                                                 | |
| |     SELECT FUNCTION BY NUMBER                                    | |
| |                                                                 | |
| |          RETURN/process     F1/hlp       F3/ext                 | |
| '-----------------------------------------------------------------' |
'---------------------------------------------------------------------'
```

D7.3   After choosing Function 2, you will see this panel:

```
.---------------------------------------------------------------.
| .-----------------------------------------------------------. |
| |                                                           | |
| |                                                           | |
| |                                                           | |
| |                                                           | |
| |                                                           | |
| |                                                           | |
| |   PLEASE ENTER ITEM NUMBER FOR MAINTENANCE ==> _____    | |
| |                                                           | |
| |                                                           | |
| |                                                           | |
| |                                                           | |
| |                                                           | |
| |                                                           | |
| |                                                           | |
| |   RETURN/PROCESS   F3/END SESSION    F4/NEW FUNCTION       | |
| '-----------------------------------------------------------' |
'---------------------------------------------------------------'
```

D7.4   ITEM NUMBER

            The Item Number is referred to very briefly in Section D6.6. This is an arbitrary but unique six-digit number assigned by the computer to a specific issue when that issue of a journal is checked in during the Checkin process.

D7.5   Follow these steps in performing file maintenance:

            First find the Item Number (see D7.4) of the record to be maintained

                - get to the AIMS SR CHECKIN MENU

                - select SPECIAL LIST CHECKIN

                - press RETURN

                - get to the Search Panel and enter a search element (ISSN, TK or SEQ - see Section D4) for the issue to be maintained

                - press RETURN

                - get the Order/Copy Panel and enter 01 01 (see Section D5)

                - press RETURN

                - get the Checkin Panel and note the ITEMNO of the issue record you want to maintain

                - press F4/cancel

                - confirm cancellation by pressing F4 again

                - get back to the Order/Copy Panel and press F4/cancel

                - confirm cancellation by pressing F4 again

                - get back to the Search Panel and press F4/cancel

                - get back to the AIMS SR CHECKIN MENU

            Now perform file maintenance:

                - select SPECIAL LIST MAINT.

                - press RETURN

                - insert ITEMNO after the message

                        PLEASE ENTER ITEM NUMBER FOR MAINTENANCE ⇒ _____

                - press RETURN

D7.6   CORRECTING OR CHANGING

The only likely fields maintained by the Special List indexer are YEAR, MONTH, VOL and ISSUE. Only the YEAR is validated.

If typographical errors are made at this time, the following message will appear:

YEAR FORMAT 19NN or 19NN-NN : 1983 OR 1983-84

After you have made the required correction or change, press RETURN. A corrected or changed Throughput Panel will appear (Sections B3.5 and D8.2).

Verify the change. If it is correct, press RETURN and you will be taken to the Item Number Panel to enter another change if you like.

If what you typed is incorrect, press RETURN. Re-enter the Item Number to get the File Maintenance Panel and make your correction. Press RETURN and proceed.

D7.7   DELETING

Records of individual issues are seldom deleted. An example of a candidate for deletion might be an issue which you had already registered as containing no articles but for which you later decide to index articles. In this instance, you delete the "zero articles" issue and re-enter through the usual procedure the data for the same issue containing indexed articles.

To take the first step in deleting the "zero articles" issue, enter the item number on the Item Number Panel. Press RETURN.

When the File Maintenance Panel is displayed, press F2/delete. This message appears on the screen:

PLEASE CONFIRM DELETE

Press F2/delete again. You are automatically returned to the Item Number panel for possible processing of another item to be maintained.

If you forget that you deleted a given issue and attempt to delete it again this message appears:

ITEM SELECTED HAS RECENTLY BEEN DELETED

Proceed with what you planned to do next.

D8

CREATE THROUGHPUT CARD

D8.1   This is a record created by the computer giving data used throughout the
AIMS operation. It shows the code and abbreviation for the journal title
and the descriptive information required for INDEX MEDICUS and Special List
citations. It contains also data used in all the housekeeping and control
operations of Index Section.

D8.2   For INDEX MEDICUS journals the Throughput Card is stapled to the inside
front cover of each journal and accompanies it through Index Section from the
time the journal enters the section until it leaves. When the journal is re-
leased from the section, the Throughput Card is torn off and discarded.

        The Serial Throughput Card is discussed briefly also in Part B, Section B3.5.
See Figure D8.2 for an example.

        As stated in D8.1 above, the computer generates a Throughput Card for an
INDEX MEDICUS journal but the Special List indexers must create their own. The
procedure involving the Special List indexer is given below.

D8.3   The AIMS SERIAL RECORD CHECKIN MENU lists as one of the functions, CREATE
THROUGHPUT CARD.

D8.4   From the AIMS SR CHECKIN MENU select Function 3:

```
---------------------------------------------------------------------
|                                                                   |
|  -----------------------AIMS SR CHECKIN MENU----------- CON200M    |
|                             .                                     |
|                                                                   |
|                 1 → SPECIAL LIST CHECKIN                           |
|                                                                   |
|                 2 -> SPECIAL LIST MAINT.                           |
|                                                                   |
|                 3 -> CREATE THROUGHPUT CARD                        |
|                                                                   |
|                                                                   |
|                                                                   |
|                                                                   |
|                                                                   |
|                                                                   |
|                 FUNCTION                                          |
|                                                                   |
|        SELECT FUNCTION BY NUMBER                                   |
|                                                                   |
|            RETURN/process      F1/hlp       F3/ext                 |
|                                                                   |
---------------------------------------------------------------------
```

(2) ORIGINATOR: 099 INDEXER: REVISER.

(4) JTC: 3BT (3) ARTS: PRIORITY: 1
TA: Am Fam Physician

(5) PUBDATE: 1985 Aug
(6) VOL: 32
(7) ISSUE: 2
      MRI   :   NLM005681464
(29) RECEIVED BY FOREIGN CENTER: NA
(29) MAILED TO NLM   :   NA
(29) RECEIVED BY NLM   :   850827

(29) RECEIVED BY INDEX SECTION :   _____
INDEXING INST: Do not take section called "View from
the Hill"

POTENTIAL IND.
AV NUM ART/ISSUE: 15

Figure D8.2

This panel appears:

```
------------------------------------------------------------
|  ------------------------------------------------------  |
|  |                                                    |  |
|  |                                                    |  |
|  |                                                    |  |
|  |                                                    |  |
|  |                                                    |  |
|  |                                                    |  |
|  |    PLEASE ENTER OR WAND MRI CODE ==> _____     |  |
|  |                                                    |  |
|  |                                                    |  |
|  |                                                    |  |
|  |                                                    |  |
|  |                                                    |  |
|  |                                                    |  |
|  |                                                    |  |
|  |                                                    |  |
|  |   RETURN/PROCESS   F3/END SESSION  F4/NEW FUNCTION  |  |
|  |                                                    |  |
|  ------------------------------------------------------  |
------------------------------------------------------------
```

D8.5   Since the original Throughput Card is created from the initial wanding in
        of the MRI, the above panel is seldom used unless the original is lost, dam-
        aged or illegible and a replacement copy is needed. This does not happen very
        often.

D8.6   When you wand in the MRI, a beep sounds and you are given a panel showing
        the original formatted Throughput Card. Check to see if the data on it match
        the data on the piece in hand.

            If correct, press RETURN. This causes the copy of the Throughput Card you
        just requested to be printed. You will at the same time be returned to the
        Create Throughput Card Panel to procure more replacement Throughput Cards.

D8.7   If you type in the MRI, press RETURN. This causes the original Throughput
        Card to be displayed. Proceed as above.

D8.8   ERRORS

            If in typing the MRI you make an error, the following messages will appear:

                if you omit NLM :

                            MRI CODE MUST BEGIN WITH NLM

                if you type the incorrect number of digits:

                            MRI CODE MUST END WITH 9 DIGITS

        Correct the error and continue as above.

D8.9   When you finish creating Throughput Cards, press either Function Key F3 or
        F4 to go on to other duties.

PART E

USER PROFILE

E1

USER PROFILE

Menu

E1.1   The User Profile is a file which stores the names of every worker using the
AUTOMATED INDEXING AND MANAGEMENT SYSTEM (AIMS), his employment data, his as-
signed functions, his special skills and the operations he is permitted to per-
form under AIMS.

          With regard to the last, the User Profile serves two purposes: it denies
entry to unauthorized users of the various sub-files - an excellent means of
protecting the AIMS files - and it controls the panels presented in a program-
med order related directly to the function the user is performing.

E1.2   After logging in, the user is presented with the AIMS PRIMARY MENU from
which he will select 4 for the User Profile.

```
.-------------------------------------------------------------------.
|                                                                   |
|  -----------------------AIMS PRIMARY MENU------------ CON150M      |
|                                                                   |
|              1 → SERIAL RECORDS CHECKIN                            |
|                                                                   |
|              2 → JOURNAL CONTROL                                   |
|                                                                   |
|              3 → SUBJECT ANALYSIS                                  |
|                                                                   |
|              4 → USER PROFILE                                      |
|                                                                   |
|                                                                   |
|                                                                   |
|          FUNCTION                                                 |
|                                                                   |
|     SELECT FUNCTION BY NUMBER                                      |
|                                                                   |
|          RETURN/process        F1/hlp      F3/ext                 |
'-------------------------------------------------------------------'
```

E1.3   After typing in 4 and pressing RETURN, he will get this panel:

```
.------------------------------------------------------------.
|                                                            |
|                                                            |
|                                                            |
|                  1.  ADD A USER                            |
|                  2.  DELETE A USER                         |
|                  3.  MODIFY A USER                         |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
|                                                            |
| FUNCTION  _          USERID  _____                       |
|                                                            |
|  SELECT FUNCTION BY NUMBER                                 |
|                                                            |
|  RETURN/CONTINUE, F4/CANCEL, F3/END SESSION                |
|                                                            |
.------------------------------------------------------------.
```

E1.4   Type after the word FUNCTION the number of the function you want to perform.

            The USERID is a three-letter identification assigned to each worker. The
       list of USERID's is held in the offices of the Head, Index Section, the Online
       Indexing Coordinator and the Head, Quality Control Unit.

            Type the number and the USERID, then press RETURN. The next panel will ap-
       pear.

E1.5   FUNCTION KEYS

       RETURN/CONTINUE

            Press this to get the next panel in sequence.

       F4/CANCEL

            Press this key if you decide not to continue. You will be taken back to
       the AIMS PRIMARY MENU.

       F3/END SESSION

            Press this if you decide to leave the AIMS system. You will be taken back
       to the AIMS LOGOFF COMPLETE Panel.

E1.6   ERRORS

           If you forget to type a function number, this message appears at the
    bottom of the screen:

                        INVALID FUNCTION, PLEASE REENTER

           Type in the function number, press RETURN and the next screen will appear.

           If you forget to type a USERID, this message appears at the bottom of the
    screen:

                        USERID CANNOT BE BLANK, PLEASE REENTER

           Type in the USERID, press RETURN and the next screen will appear.

E1.7   ADD A USER

           Choose this function to create a profile of a new worker in Index Section.
    If you select this from the menu and press RETURN, you will be shown a blank
    screen which you will fill in with the pertinent employment data.

           See E2.2   for an illustration and lengthy discussion of the User Profile
    Panel.

E1.8   DELETE A USER

           If you select this from the menu and supply the USERID, press RETURN.
    The User Profile will be automatically deleted and you will be returned to
    the USER PROFILE MENU where the screen displays this message:

                              USER DELETED

E1.9   MODIFY A USER

           This function is used for two purposes: to change any of the elements shown
    on the User Profile Panel and to merely inspect the profile for some information
    you need to know about the user.

           An example of the former is the modification of the name of the contract
    indexer's employer if he changes jobs. An example of the latter is the need
    to see the indexer's subject expertise in order to assign a new journal to him.

           If you choose this function from the profile menu and press RETURN, you
    will be shown the profile of the specific employee.

E2

USER PROFILE

Profile

E2.1   A record is dedicated to each user of AIMS. This is called the USER
PROFILE and furnishes his personal employment data and his work assign-
ments.

E2.2   Here is an illustration of the format of the Profile Panel. When a
record is established for a worker, the elements are filled in by only
the Online Indexing Coordinator or the Head, Quality Control.

```
----------------------------------------------------------------------
| ID _____    PW _____    NA _____                        |
| AD _____    UN __   REVN __   IS _      |
|                                          ARTS __  JSS _             |
|                                                                     |
| ZIP ____   PHONE _____   ES _  TS _                            |
| CONTRACTOR _____                                 |
| EH _____         |
| INDR __ __ __ __ __ __ __ __ __                                      |
| LANG __ __ __ __ __ __ __ __ __ __ __                                |
| SUBS _____                                |
|      _____                                |
|      _____                                |
|      _____                                |
| SUBJT _____                 |
|       _____                |
|                                                                     |
|                                                                     |
| RETURN/CONTINUE, F4/CANCEL, F7/UP, F8/DOWN                           |
----------------------------------------------------------------------
```

E2.3   Here is an explanation of the rubrics displayed on the User Profile panel:

ID   the three-digit IDentification number assigned to the
            worker

PW   his PassWord

NA   his last NAme, first name and middle initial

AD   his ADdress: the Index Section site for NLM workers and
            the home address of contract indexers

UN   the three-digit User Number assigned to only those users
            having access to the User Profile

REVN   the three-digit REViser Number, the code for the reviser
            to whom the indexer is assigned; this is shown only for
            indexers

IS   the Indexing Status of indexers and revisers as

        TI Trainee Indexer
         I Indexer
        UI Unrevised Indexer
         R Reviser

ARTS   the average number of ARticleS indexed each week; this is
            a two- or three-digit number

JSS   the Journal Supply Status, referring to time and manner of
            journal delivery to contract indexer

         T local, picks up his journals on Tuesdays
         F local; picks up his journals on Fridays
         O Out of town, journals are mailed

ZIP   the mailing address ZIP code

PHONE   the telePHONE number at which the worker may be reached

ES   the Employment Status of the indexer as

         I Inhouse indexer
         C Contract indexer
         F Foreign center indexer
         K Keyboarder
         S Special list indexer

TS   Terminal Status as

         Y indexing online
         N indexing on data forms

CONTRACTOR the name of the CONTRACTOR employing the contract indexer

EH   an Employment History giving the date the indexer began
            indexing, the date he is scheduled for an evaluation,
            the date he began revising, etc.

INDR   for revisers only, the three-digit identification numbers
            of the INDexers Revised by the named reviser

LANG   the LANGuages which the indexer or reviser is able to
            handle; used here are the same three-letter language
            symbols used in identifying the language of articles:
            FRE for French, GER for German, etc. The degree of ex-
            pertise is appended thus to the language symbol:

                indexing easily   1   as FRE-1, GER-1
                indexing with difficulty   2   as RUS-2, POL-2

SUBS   the SUBject Specialties handled with competence by the
            indexer or reviser; these are referred to by the sub-
            ject headings shown in the LIST OF JOURNALS INDEXED IN
            INDEX MEDICUS, Section 3

SUBJT   a free SUBJect Text about the indexer's likes and dis-
            likes

E2.4   The lower portion of the User Profile Panel contains no further biblio-
graphic data; instead, what is given here acts as the controlling mechanism
referred to in Section E1.1.

    For each worker there is a list of all the functions he is permitted to
perform. Only those of the 20 designated for him with an X will allow him
to enter those portions of AIMS. Indexers in training or always revised by
a reviser, for example, are permitted into only the Journal Analysis portion
of AIMS and they will see only certain screens pre-designated for them. On
the other hand, a reviser is permitted to index or revise or scan. Too, only
a Special List reviser is permitted to perform Special List Maintenance.

    Such designated permissions and restrictions are the safest means of pre-
venting unauthorized personnel from using files in the data base with which
he might be unfamiliar.

E2.5   When, after logging in to AIMS, a user identifies himself by his initials
and his personal password, the program immediately checks this identity
against his User Profile. It is then prepared to display for him only those
panels which are used in the operations the User Profile indicates that he is
eligible for.

E2.6   Here is a list of available operations supplied at the bottom of each
User Profile screen:

```
__  1  QC CHECKIN
__  2  QC TO KC
__  3  QC FROM KC
__  4  DCI LOGOUT
__  5  DCI LOGIN
__  6  KC LOGIN
__  7  KC LOGOUT
__  8  ROUTING
__  9  KC CORRECTION
__ 10  MONITOR
__ 11  INDEX
__ 12  REVISE
__ 13  SCAN
__ 14  SPECIALIST
__ 15  QC CORRECTIONS
__ 16  RELEASE
__ 17  SPECIAL LIST CHECKIN
__ 18  CREATE THROUGHPUT CARD
__ 19  MAINTAIN USER PROFILES
__ 20  SPECIAL LIST MAINTENANCE
```

An X is placed in front of the operation or operations the specific in-
dexer or reviser or Quality Control worker or Special List worker is permit-
ted to perform.

E2.7   Since the list of the 20 operations at present cannot be displayed complete-
ly in the limited field at the bottom of the panel, it will often be necessary
to see a second panel.

       To see the rest of the display of authorized operations for the specific
worker, press Function Key F8/down.

       The field will roll up to make visible the rest of the authorization list.
If you want to see the top portion again, press Function Key F7/up and the
field will return to its original position.

E2.8   FUNCTION KEYS

       RETURN/CONTINUE

       If you have completed processing or inspecting or are no longer interested
in the User Profile for the worker whose profile you were modifying or merely
examining, press RETURN and you will be returned to the User Profile Menu for
another selection.

F4/CANCEL

If you decide not to continue, press Function Key F4 and you will be taken back to the User Profile Menu.

F8/DOWN

If you want to see the additional functions not visible on the panel, press F8/DOWN and the field will change to allow you to see additional permissible functions.

F7/UP

If you want to return to the User Profile Panel or want to see functions displayed immediately above where you are, press F7 and the functions will move down.

E2.9   ADD A USER

E2.9.1   If you choose this on the User Profile Menu, supply the USERID and press RETURN. You will be given a blank User Profile Panel which you may proceed to fill in.

When you get the blank profile panel, the bottom screen reads

YOU ARE ADDING THE ABOVE USER

E2.9.2   The program requires that at a minimum the fields circled in the illustration below be filled in. Symbols are defined in Section E2.3 above.

If you omit the name, the message at the bottom of the screen reads

NAME IS A REQUIRED FIELD

If you omit a designation of function from among the 20 specified in the last field, a message appears, reading

YOU MUST SELECT AT LEAST ONE ALLOWABLE FUNCTION

If you select a function but omit the Employment Status, this message appears:

EMPLOYMENT STATUS (I,C,F,K,S) REQUIRED

The cursor moves to the ES field where you will enter one of the designations. The same message persists if you fail to supply any of the other fields circled on the illustration.

E2.10   DELETE A USER

If you choose this on the User Profile Menu, supply the USERID and press RETURN.

The record will be deleted and you will be given a clean menu to make another selection.

E2.11   MODIFY A USER

If you choose this on the User Profile Menu, supply the USERID and press RETURN.

Make the required change on the User Profile and press RETURN. You will be returned to the User Profile Menu for another selection.

A message appears on the bottom of the screen reading

YOU ARE MODIFYING THE ABOVE USER

E2.12   When you have completed a transaction on the User Profile Panel, press RETURN and you will be taken back to the selection panel to choose another function to add, modify or delete a user.

To leave the USER PROFILE function for another activity, press Function Key F4/cancel. This returns you to the AIMS PRIMARY MENU for another selection.

AUTOMATED INDEXING AND MANAGEMENT SYSTEM

MANUAL

Index

The letters and numbers refer to the chapters and sections in this manual. The abbreviations used in this index are

Ch.   for Chapter   - The entire chapter is devoted to the subject.
Fig. for Figure   - A full-page drawing or reproduction is shown. That
                           is, A4.4.2 & Fig. means Section A4.4.2 with Figure
                           A4.4.2
ill. for illustration   - A small reproduction of a panel is shown.
P   for Panel   - P6 means Panel 6. The names of the panels used in
                           subject analysis are given in the Index under Panel
                           1, Panel 2, etc.

- A -

DIRECTIONAL MESSAGES

Below are directional or informative messages to the user. Some could be interpreted as responses to erroneous or omitted actions, but the messages do not say +++ERROR+++.

ABSTRACT TRUNCATED AT 250 WORDS	B6.2
ABSTRACT TRUNCATED AT 400 WORDS	B6.2
AIMS LOGOFF COMPLETE	B2.6
CONFIRM DELETION BY REPEATING COMMAND	A13.5, B5.7
COPY NUMBER IS OUT OF RANGE	D5.4
DUPKEY ALREADY EXISTS	D6.13.1
EMPLOYMENT STATUS (I,C,F,K,S) REQUIRED	E2.9.2
ENTER DESIRED FUNCTION	B2.5, C3.3, C4.4, D3.3
FORWARD TO JOURNAL CONTROL MANAGER	C7.4
FORWARD TO REVISER (NAME AND NUMBER)	C7.4
IM JOURNALS REQUIRE MRI CODE	D6.13.4
INQUIRE DATABASE ERROR	A16.5
INQUIRE NOT AVAILABLE	A16.4
INVALID FUNCTION, PLEASE REENTER	E1.6
INVALID RECTYPE - MUST BE C/N/X	D6.13.2
INVALID TRANSACTION IDENTIFICATION _ - PLEASE RESUBMIT	A7.6, A9.6
INVALID TRANSACTION IDENTIFICATION aims - PLEASE RESUBMIT	A6.5.3, A8.5.3
INVALID TRANSACTION IDENTIFICATION cssn - PLEASE RESUBMIT	A6.5.1, A8.5.1
ITEM SELECTED HAS RECENTLY BEEN DELETED	D7.7
KEYWORD AND TITLE KEY REQUIRED FOR TITLE SEARCH	D4.6
MISSING OR INVALID NAME PARAMETER	A6.5.2, A8.5.2

ERROR MESSAGES

Below are error messages on the Subject Analysis panels. All messages below are heralded by +++ERROR+++ on the screen. The first group is arranged alphabetically, then second by panel.

The order of the panels is the order of the chapters of the manual.
The order of the messages on the panel is in the order of the fields on
the panel.

Descriptive Information Panel (Panel 3)

Abstract (Panel 4)

Check Tags (Panel 5)

Descriptors (Panel 6)

REQUEST DENIED

These are messages in response to an action taken by the user. They
are a type of ERROR message although the word ERROR does not appear on
the screen.

REQUEST DENIED. MRI HAS NOT BEEN CHECKED INTO QC   C6.11.3

REQUEST DENIED. MRI HAS NOT BEEN LOGGED OUT   C9.5.2

REQUEST DENIED. REVISING HAS NOT BEEN COMPLETED   B3.12, C14.11.5

REQUEST DENIED. USER IS NOT A REVISER   C12.7.3

REQUEST DENIED. USER IS NOT AN INDEXER   C12.7.1

REQUEST DENIED. REVISER NUMBER NOT DEFINED   C12.7.4

WARNINGS

These are messages heralded by +++WARNING+++ on the screen.

AUTHOR BEGINNING WITH abcde... IS AN ACADEMIC DEGREE   B5.8.5

AUTHOR BEGINNING WITH abcde... IS GREATER THAN THE MAXIMUM
    LENGTH ALLOWED   B5.8.5

CHECK INDICATED TITLE WORDS FOR POSSIBLE MISSPELLINGS   B4.6.2, B5.8.7

CHECK INDICATED WORDS FOR POSSIBLE MISSPELLING (   )   B4.6.2, B6.4.4

CONSIDER MAKING THIS TERM NIM   B4.6.2, B8.4.4

MAY NEED NIH GRANT NUMBER SINCE CHECK TAG "1" IS PRESENT B7.8.1

NO CHECK TAGS PRESENT   B8.4.9

PRIO 3 JOURNALS SHOULD NOT HAVE ABSTRACTS   B6.4.3

THIS ARTICLE HAS OUTSTANDING ERRORS WHICH MUST BE RESOLVED   A7.5, A9.5,
    BEFORE PROCESSING CAN BE COMPLETED   B8.8

TITLE DOES NOT END WITH ? OR .   B5.8.7

TITLE MUST NOT BE ENCLOSED IN BRACKETS WHEN LANGUAGE IS
    ENGLISH   B5.8.7

U(ANIMAL) MAY BE REQUIRED WITH: B8.4.8